STATE OF IOWA

MASTER AGREEMENT

Contract Declaration and Execution

VENDOR:

American Computer Serv
2183 86th St Ste B

Des Moines, IA 50325
USA

VENDOR CONTACT:
FAX 800-785-7522
PHONE: 515-251-7340   **EXT:**
EMAIL:

FOB

ISSUER:
ASHLEY SUPER
PHONE: 515-281-7073
EMAIL: ashley.super@iowa.gov

Contract For: CONSULTING, IT

Contract For: SEE ATTACHED DOCUMENTS

Contract To Furnish IT Consulting And Staff Augmentation Pursuant To The Specifications, Terms And Conditions Of Sealed Bid BD80200S102 On File With The Department Of Administrative Services, GSE Purchasing Division, Hoover Building, Level A, Des Moines, Iowa 50319-0105.

For Complete Instructions On How To Use This Contract Contact The Department Of Administrative Services, General Services Enterprise.

This Contract Is For The Following ITQ Service Categories Only:

 1) Strategy / Vision / Consulting
 2) Project Management
 3) Design / Planning
 4) Developing
 6) Implementation

Contact:
  Abigal Dickey
  Ph: 515-251-7340
  Fax: 515-252-1754
  Email: acsabby@acs-team.com

 PCQT# 98000052
 Rating: 8.53

RENEWAL OPTIONS
  FROM 05-31-2008   **TO** 05-30-2010
  FROM 05-31-2010   **TO** 05-30-2012

AUTHORIZED DEPARTMENT
   ALL
   SUB Political Sub-divisions

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR	STATE OF IOWA
CONTRACTOR'S NAME (If other than an individual, state whether a corp., partnership, etc.	**AGENCY NAME**
BY (Authorized Signature) Date Signed	**BY (Authorized Signature)** Date Signed
Printed Name and Title of Person Signing	**Printed Name and Title of Person Signing**
Address	**Address**

STATE OF IOWA

MASTER AGREEMENT

Contract Declaration and Execution

LINE NO.	QUANTITY / SERVICE DATES	UNIT	COMMODITY / DESCRIPTION	UNIT COST / PRICE OF SERVICE
1	0.00000		91829	$0.000000
				$0.000000

Computer Software Consulting
Contract To Furnish IT Consulting And Staff Augmentation Pursuant To
The Specifications, Terms And Conditions Of Sealed Bid BD80200S102 On
File With The Department Of Administrative Services, GSE Purchasing
Division, Hoover Building, Level A, Des Moines, Iowa 50319-0105.

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   6) Implementation

Contact:
  Abigal Dickey
  Ph: 515-251-7340
  Fax: 515-252-1754
  Email: acsabby@acs-team.com

PCQT# 98000052
Rating: 8.53

STATE OF IOWA

MASTER AGREEMENT

Contract Declaration and Execution

EFFECTIVE BEGIN DATE: 06-02-2003
EXPIRATION DATE: 05-30-2010
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TERMS AND CONDITIONS

Remedies upon Default

In any case where the vendor has failed to deliver or has delivered non-conforming goods and/or services, the State shall provide a cure notice. The notice to cure shall state the maximum length of time the vendor has to cure. If after the time period stated in the notice to cure has passed, the vendor continues to be in default, the State may procure goods and/or services in substitution from another source and charge the difference between the contracted price and the market price to the defaulting vendor. The State's Attorney General shall be requested to make collection from the defaulting vendor.

Force Majeure

Force majeure includes acts of God, war, civil disturbance and any other causes which are beyond the control and anticipation of the party affected and which, by the exercise of reasonable diligence, the party was unable to anticipate or prevent. These provisions of force majeure also apply to subcontractors or suppliers of the Vendor. Force majeure does not include financial difficulties of the Vendor or any associated company of the Vendor, or claims or court orders that restrict the Vendor's ability to deliver the goods or services contemplated by this Agreement. Neither the Vendor nor the State shall be liable to the other for any delay or failure of performance of this Agreement caused by a force majeure, and not as a result of the fault or negligence of a party.

Subcontractors

The successful vendor shall be responsible for all acts and performance of any subcontractor or secondary supplier that the successful vendor may engage for the completion of any contract with the State. A delay that results from a subcontractor's conduct, negligence or failure to perform shall not exempt the vendor from default remedies. The successful vendor shall be responsible for payment to all subcontractors and all other third parties.

Termination-Non-Appropriation

Notwithstanding any other provision of this contract, if funds anticipated for the continued fulfillment of this contract are at any time not forthcoming or insufficient, either through the failure of the State to appropriate funds, discontinuance or material alteration of the program for which funds were provided, then the State shall have the right to terminate this contract without penalty by giving not less than thirty (30) days written notice documenting the lack of funding, discontinuance or program alteration.

Immunity of State/Fed Agencies

The vendor shall defend and hold harmless the State and Federal funding source for the State of Iowa from liability arising from the vendor's performance of this contract and the vendor's activities with subcontracted and all other third parties.

Assignment

Vendors may not assign contracts or purchase orders to any party (including financial institutions) without written permission of the General Services Enterprise - Purchasing.

Anti-Trust Assignment

For good cause and as consideration for executing this purchase order, the vendor, through its duly authorized agent, conveys, sells, assigns, and transfers to the State of Iowa all rights, title and interest in and to all causes of action it may now or hereafter acquire under the anti-trust laws of the United States and the State of Iowa, relating to the particular goods or services purchased or acquired by the State of Iowa pursuant to the using State of Iowa agency.

Delivery and Acceptance

When an award has been made to a vendor and the purchase order issued, deliveries are to be made in the following manner.
A. Deliveries - All deliveries are to be made only to the point specified on the purchase order. If delivery is made to any other point, it shall be the responsibility of the vendor to promptly reship to the correct location. Failure to deliver procured goods on time may result in cancellation of an order or termination of a contract at the option of the State.
B. Delivery Charges - All delivery charges should be to the account of the vendor whenever possible. If not, all delivery charges should be prepaid by vendor and added to the invoice.
C. Notice of Rejection - The nature of any rejections of a shipment, based on apparent deficiencies disclosed by ordinary methods of inspection, will be given by the receiving agency to the vendor and carrier within a reasonable time after delivery of the item, with a copy of this notice to the General Services Enterprise - Purchasing. Notice of latent deficiencies which would make items unsatisfactory for the purpose intended may be given by the State of Iowa at any time after acceptance.

Delivery and Acceptance (cont)

D. Disposition of Rejected item - The vendor must remove at the vendor's expense any item rejected by the State. If the vendor fails to remove that rejected item, the State may dispose of the item by offering the same for sale, deduct any accrued expense and remit the balance to the vendor.
E. Testing After Delivery - Laboratory analysis of an item or other means of testing may be required after delivery. In such cases, vendors will be notified in writing that a special test is being made and that payment will be withheld until completion of the testing process.

Title to Goods

The vendor warrants that the goods purchased hereunder are free from all liens, claims or encumbrances.

Indemnification

To the extent that goods are not manufactured in accordance with the State's design, the vendor shall defend, indemnify and hold harmless the State of Iowa, the State's assignees, and other users of the goods from and against any claim of infringement of any Letter Patent, Trade Names, Trademark, Copyright or Trade Secrets by reason of sale or use of any articles purchased hereunder. The State shall promptly notify the vendor of any such claim.

Nondiscrimination

MA# 005 CTITQ0042 X

STATE OF IOWA

MASTER AGREEMENT

Contract Declaration and Execution

EFFECTIVE BEGIN DATE: 06-02-2003
EXPIRATION DATE: 05-30-2010
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The vendor is subject to and must comply with all federal and state requirements concerning fair employment and will not discriminate between or among them by reason of race, color, religion, sex, national origin or physical handicap.

Warranty

The vendor expressly warrants that all goods supplied shall be merchantable in accordance with the Uniform Commercial Code, Section 2-314 and the Iowa Code, Section 554.2314.

Taxes

The State of Iowa is exempt from the payment of Iowa sales tax, motor vehicle fuel tax and any other Iowa tax that may be applied to a specified commodity and/or service. Contractors performing construction activities are required to pay state sales tax on the cost of materials. The Iowa Department of Revenue exemption letter will be furnished to a vendor upon request.

Hazardous Material

All packaging, transportation, and handling of hazardous materials shall be in accordance with applicable federal and state regulations including, but not limited to, the Material Safety Data Sheet provision of O.S.H.A. Hazard Communication Standard 29CFR 1910.1200, and Iowa Administrative Code, Chapter 567.

Public Records

The laws of the State of Iowa require procurement records to be made public unless exempted by the Code of Iowa.

Miscellaneous

The terms and provisions of this contract shall be construed in accordance with the laws of the State of Iowa. Any and all litigation or actions commenced in connection with this contract shall be brought in Des Moines, Iowa, in Polk County District Court for the State of Iowa. If however, jurisdiction is not proper in Polk County District Court, the action shall only be brought in the United States District Court for the Southern District or Iowa, Central Division, providing that jurisdiction is proper in that forum. This provision shall not be construed as waiving any immunity to suit or liability, which may be available to the State of Iowa.

If any provision of this contract is held to be invalid or unenforceable, the remainder shall be valid and enforceable.

Records Retention

The vendor shall maintain books, records, and documents which sufficiently and properly document and calculate all charges billed to the State of Iowa throughout the term of this Agreement for a period of at least five (5) years following the date of final payment or completion of any required audit, whichever is later. The vendor shall at, no charge, permit the Auditor of the State of Iowa, or any authorized representative of the State (or where federal funds are involved, the Comptroller General of the United States or any other authorized representative of the United States government) to access and examine, audit, excerpt and transcribe any directly pertinent books, documents, papers, electronic or optically stored and created records, or other records of the vendor relating to orders, invoices, or payments documentation or materials pertaining to this Agreement.

Independent Contractor

The vendor is an independent contractor performing services for the State of Iowa, and as such shall not hold itself out as an employee or agent of the State.

Performance Monitoring

For all service contracts, the requirements of Iowa Code sections 8.47 shall be incorporated into final terms and conditions of the contract.

Confidentiality

Each party may have access to confidential information of the other party to the extent necessary to carry out their responsibilities under the Agreement and Software License Agreement. Such confidential information shall, at all times, remain the property of the party disclosing the confidential information. Each party shall preserve the confidentiality of the confidential information disclosed or furnished by the other party, and shall maintain procedures for safeguarding such confidential information. Each party shall accept responsibility for providing adequate supervision and training to its agents, employees and any approved contractors and subcontractors to ensure compliance with the terms of this Agreement.

Works Made for Hire

All information, reports, studies, flow charts, diagrams, and other tangible and intangible material of any nature, whatsoever, produced by the vendor for delivery to the State during the course of this engagement and all copies of any of the foregoing shall be the sole and exclusive property of the State, and all such material and all copies shall be deemed "works made for hire" of which the State shall be deemed the author.

To the extent that the materials are not deemed "works made for hire", the vendor hereby irrevocably grants, assigns, transfers, and sets over to the State all legal and equitable right, title, and interest of any kind, nature or description in and to the materials and the vendor shall be entitled to make absolutely no use of any of the materials except as may be expressly permitted in this Agreement.

Vendor's Property

Notwithstanding provisions of "works made for hire", the vendor shall own all of its pre-existing methods, techniques, and processes, including software and documentation, that it brings to this engagement and shall own all enhancements to these methods, techniques and processes, including software and documentation, that are developed during the course of this engagement ("Vendor's Property") and (b) the vendor shall have the right to retain copies of all materials referred to in "works made for hire" in its files evidencing its services for the Information Technology Enterprise. The vendor agrees to grant the State/ITE a royalty-free, nonexclusive, nontransferable license to use, duplicate and disclose the Vendor's Property for the purposes contemplated by this Agreement.

N30

NET 30 DAYS

DAS Iowa Department of
Administrative Services

General Services Enterprise

Chester J. Culver, Governor
Patty Judge, Lt. Governor

Mollie K. Anderson, Director
Ray Walton, Chief Operating Officer

Monday, March 17, 2008

To: Abigail Dickey
        American Computer Services, Inc.
        2183 86th St., Ste. B
        Des Moines, IA 50325

Subject: Renewal of Pre-Qualification Agreement No. CTITQ0042 X

Dear Ms. Dickey,

The subject agreement will expire on May 30, 2008.   The State of Iowa would be pleased if your company would like to renew the subject agreement for another two year period beginning on June 1, 2008. To view the agreement, go to:
 http://das.gse.iowa.gov/contracts/ITQ_contract_links.html.

Unless you have any request to revise some portion of the agreement, all you need to do is sign this letter below and return it to my attention.

Sincerely,

Laurie Hoing

Laurie Hoing, PA III
Department of Administrative Services
General Services Enterprise
Hoover State Office Building, Level A
1305 East Walnut Street
Des Moines, IA 50319-0105
Phone: 515-281-0656
Email: laurie.hoing@iowa.gov

The undersigned agrees to renew the subject agreement, without change, to expire May 30, 2010.

Name: _Abigail Dickey_

Title: _President_

Company: _American Computer Services, Inc._

Date _3-24-2008_

Your Current Sales Contact: _Mike Weber_

Address: _2183 86th Street Suite B Des Moines, IA 50325_

Phone: _515-251-7340_   Fax: _515-252-1954_

Email: _mweber@acs-team.com_

ITQ EXHIBIT A – NON-COLLUSION AFFIDAVIT

NON-COLLUSION AFFIDAVIT

I, the undersigned, am the person responsible for the preparation of and cost data contained in this response submitted to the STATE in response to this ITQ and certify that:

Cost data has been arrived at independently and without consultation with any other party.

No information regarding this response content has been disclosed to any other party that may be or may potentially be responding to the ITQ with a response.

No attempt has been made to induce or to refrain any other party in responding to this ITQ or to influence the content of their response.

This response and subsequent proposal(s) submitted by my firm to RFPs referring to this ITQ is made / will be made in good faith and not pursuant to any discussions / agreement with any other party.

My firm and its affiliates, subsidiaries, officers, directors and employees are not currently under investigation or been convicted for any act prohibited by federal law involving conspiracy or collusion with respect to bidding on public ITQ and related POs, except as follows:

_____

_____

_____

_____

I understand that any miss-statement in this affidavit is and shall be treated as fraudulent concealment from the STATE of the true facts relating to the response submission for this ITQ.

Name: _Abigail Dickey_____, Position : _President_____

SIGNITURE: _____ Date : _6-6-2002_____

Representing COMPANY NAME: American Computer Services, Inc._____

SWORN TO AND SUBSCRIBED BEFORE ME THIS DAY _____6_____ OF 20 _02__ .

NOTARY PUBLIC _Diane K. Frase___ My commission expires: _Nov. 22 2004_

DIANE K. FRASE
Commission Number 713800
My Commission Expires
Nov. 22 2004

ITQ EXHIBIT B - LOBBYING CERTIFICATION FORM

LOBBYING CERTIFICATION FORM

FOR ITQ AND RELATED POSS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of her or his knowledge and belief, that

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with the awarding of any federal contract or agreement, or the making of any federal grant, loan, or co-operative agreement.

If any funds other than federal appropriated funds have been paid to any person for influencing or attempting to influence the making of federal contracts or federal grants, loans, co-operative agreements, the undersigned will submit full disclosure of lobbying activities showing all details and supporting documents.

The undersigned will require any or all subcontractors to submit a separate lobbying certification and disclosure accordingly.

SIGNATURE: _____ TITLE: _President_

COMPANY NAME: _American Computer Services, Inc._ DATE: _5-31-2002_

INVITATION TO QUALIFY
BD80200S102, Version 1.0

Information Technology Consulting Services and IT Staff Augmentations

Service Category:
Strategy/Vision/Consulting

Five Year Multiple Award Contract

ORIGINAL

American Computer Services, Inc.
2183 86th Street Suite B
Des Moines, IA 50315

American Computer Services, Inc.
2183 86th Street - Suite B Des Moines, IA. 50325 Office: 515-251-7340 Fax 515-252-1754 www.acs-team.com

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COVER LETTER

Service Category:
Strategy/Vision/Consulting

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American Computer Services, Inc.

2183 86th Street - Suite B Des Moines, IA. 50325 Office: 515-251-7340 Fax 515-252-1754 www.acs-team.com

Date: May 31, 2002

Ashley Super
Purchasing Agent III
Iowa Department of General Services (DGS)
Hoover State Office Building – Level A
Des Moines, IA 50319-0105

Re: Letter of Transmittal - ITQ # BD80200S102 Version 1.0

Dear Ms. Super:

As the owner and authorized agent of American Computer Services, Inc., I am submitting this letter as notification of American Computer Services, Inc. Intent To Qualify for ITQ# BD80200S102 Version 1.0. Please send all correspondence to:

> Abigail Dickey
> President
> American Computer Services, Inc.
> 2183 86th Street, Suite B
> Des Moines, IA 50325
> (515) 251-7340
> acsabby@acs-team.com

At this time, American Computer Services, Inc. is requesting pre-qualification under the Certified Targeted Small Business (TSB) status for this ITQ. We are requesting pre-qualification in the categories of

- Project Development – Strategy / Vision / Consulting, Project Management, Design / Planning, Developing and Implementation

Per the ITQ request, an updated Vendor Application including Commodity service codes and W-9 Tax Form are enclosed. In addition, insurance coverage documents have been requested to be sent to the attention of Ashley Super at the State of Iowa.

Currently, American Computer Services, Inc. does business with the State of Iowa via a 1680 Contract. The two agencies currently utilizing our services are ITD and DHS. Your assistance to expedite our evaluation would be greatly appreciated so services will not be impacted if extensions are requested.

Sincerely,

Abigail Dickey
President

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American Computer Services, Inc.

2183 86th Street - Suite B Des Moines, IA. 50325 Office: 515-251-7340 Fax 515-252-1754 www.acs-team.com

MANDATORY AGREEMENT QUESTIONNAIRE

Service Category:
Strategy/Vision/Consulting

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Certified Targeted Small Business   Service Category–- Strategy/Vision/Consulting
(Original)

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ITQ EXHIBIT C – MANDATORY AGREEMENT QUESTIONNAIRE

1. Do you agree that the contents of your proposal(s) will become part of any resulting ITQ and related POs and can not be held confidential?

   YES __X___   NO _____

2. Do you agree to submit one original of your proposal, together with two (2) copies and a electronic soft copy on diskette?

   YES __X___   NO _____

3. Will you include at least three (3) client references and agree you must attain acceptable scores from references for each service category you are attempting to qualify for?

   YES __X___   NO _____

4. Do you agree that you must maintain an acceptable rating by each agency you do work for in order to remain pre-qualified for each service category?

   YES __X___   NO _____

5. Do you agree to abide by agency specific requirements as outlined in section 1-25?

   YES __X___   NO _____

6. Do you agree that your response will remain valid for at least 120 business days and duration of ITQ and related POs?

   YES __X___   NO _____

7. Are you a TSB or do you currently have or have had a contracting role in three (3) projects for each of the categories you are attempting to qualify for?

   YES __X___   NO _____

8. Do you agree that if the STATE finds any part of your response to be false, you will be placed on temporary suspension from doing business with the STATE?

   YES __X___   NO _____

9. Do you accept the requirements stated in sections 1-19 and 1-21?

   YES __X___   NO _____

10. Will you provide all documents of proof of insurance as required by this ITQ and any related POs?

    YES __X___   NO _____

11. Are you aware that the STATE will conduct any and all background checks it deems necessary?

    YES __X___   NO _____

COMPLETED BY Abigail Dickey

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![American Computer Services, Inc. 2183 86th Street - Suite B Des Moines, IA. 50325 Office: 515-251-7340 Fax 515-252-1754 www.acs-team.com]

PROFESSIONAL / TECHNICAL PERSONNEL QUESTIONAIRE

Service Category:
Strategy/Vision/Consulting

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Certified Targeted Small Business   Service Category–- Strategy/Vision/Consulting
(Original)

Service Category: Strategy/Vision/Consulting

1. How do you intend to provide the resources required by this ITQ?

American Computer Services, Inc. is a service provider that has skilled and experienced Architects, Business Consultant/Analysts, Subject Matter Experts, Project Managers, Project Administrators, Technical Writers, Project Leaders, Application Developers, Application Engineers, Application Trainers, Quality Assurance Testers and Database Administrators for Client Server, Inter/Intranet and Mainframe Technologies. Each consultant accepts responsibility for listening, understanding and implementing a solution that provides the results the client expects. These multi-skilled professionals possess a unique ability to identify conflicting information between a project vision, architecture, business requirements, technical specifications, development and testing.

Over ninety-eight percent of our consultants receive above average to outstanding ratings by our clients. The American Computer Services, Inc. Consultants accomplishes these statistics for each client by comprehending both the business and technology objectives as well as learning the technology department infrastructure. In addition, American Computer Services, Inc. continuously monitors our technology resources in order to staff a specific percent of consultants for the client unique roles. Our reputation is of a consulting company that provides premiere consultants.

The American Computer Services, Inc. Director of Business Resources recruits locally and nationally for senior level consultants through newspaper ads, internet job postings, daily searches of internet resume banks and consultant referrals. However, American Computer Services, Inc. does not recruit employees or consultants from our clients. Our interview process requires a minimum of three (3) interviews and a background check. Each interview has predetermined questions and criteria that each consultant must meet. American Computer Services, Inc. only hires consultants who have significant people skills, business background and technology expertise.

American Computer Services, Inc. consistently invests over 5% of its revenue back into consultant training. This allows American Computer Services, Inc. to keep up to date with new emerging technologies. American Computer Services, Inc. sends consultants to specific product training classes as well as offering CBT and Internet based training classes. Our corporate headquarters contains a training environment that allows consultants to duplicate issues and test solutions for Oracle, Microsoft and IBM products. American Computer Services, Inc. also partners with specific product company's to benefit our clients by keeping consulting costs down and building the expertise in the local area.

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Service Category: Strategy/Vision/Consulting

2. Identify the SP Contract Administrator and describe the functions that person will perform.

The American Computer Services, Inc. Service Provider Contract Administrator is Abigail Dickey (President). Ms. Dickey is accountable for the communication of RFP's, work authorizations and purchase orders. She will distribute information and necessary documents to Account Manager(s) assigned to a State of Iowa engagement, specific State of Iowa agency or State of Iowa Committee. Ms. Dickey is responsible for review and oversight of each contract for compliance with State regulations, ITQ standards, project deliverables/deadlines and payment conditions.

The SP contact information is as follows:

Ms. Abigail Dickey
American Computer Services, Inc.
2183 86th Street Suite B
Des Moines, IA 50325

Phone: 515-251-7340
Fax: 515-252-1754
Email: acsabby@acs-team.com

The American Computer Services, Inc. organization has an Account Manager for all clients. There will be an Account Manager assigned to the State of Iowa Agencies. The Account Manager(s) will be responsible for signing individual purchase orders, monitoring engagement performance weekly, assisting with technology issues and staffing requirements. State of Iowa Agencies will have one of the following assigned as an Account Manager:

Ms. Ann Henricks, Vice President	Mr. William Wise, Vice President
American Computer Services, Inc.	American Computer Services, Inc.
2183 86th Street Suite B	2183 86th Street Suite B
Des Moines, IA 50325	Des Moines, IA 50325
Phone: 515-251-7340	Phone: 515-251-7340
Fax: 515-252-1754	Fax: 515-252-1754
Email: ahenricks@acs-team.com	Email: bwise@acs-team.com

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American Computer Services, Inc.

2183 86th Street - Suite B Des Moines, IA. 50325 Office: 515-251-7340 Fax 515-252-1754 www.acs-team.com

Service Category: Strategy/Vision/Consulting

3. Describe how you plan on providing additional personnel if it becomes necessary to properly staff projects

The American Computer Services, Inc. clients sign contracts for a period of three (3) to twelve (12) months. When the State Agency requests a specific skill set, American Computer Services, Inc. determines which consultants are qualified. If the task is to be completed in less than eighty (80) hours, American Computer Services, Inc. will negotiate with a current client to share the consultant(s) time with the State Agency for a short period. When the request is longer than a two week period, American Computer Services, Inc. will have a full time consultant(s) complete the engagement. At times, State Agency's have requested a specific consultant that has worked with their agency in the past; American Computer Services, Inc. consistently works with the Agency to let them know the availability of the requested consultant.

If additional personnel are requested and existing American Computer Services, Inc. consultants with the requested expertise is unavailable, we hire from the pre-qualified pool of candidates or from national sub-contracting companies. Our Director of Business Resources builds a constant pre-qualified pool of candidates by recruiting locally and nationally for senior level consultants. The following recruiting channels are utilized: newspaper ads, internet job postings, daily searches of internet resume banks and consultant referrals. In addition, American Computer Services, Inc. has relationships with five (5) national firms that meet the same standard of quality consultants that American Computer Services, Inc. consistently has in their employees. This provides a seamless blend of the national consultant(s) for the State Agency so that there is no disruption in an engagement. American Computer Services, Inc. provides all the housing, transportation and per diem for consultants that require travel.

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Service Category: Strategy/Vision/Consulting

4. Describe your company's ability to uniquely address problems and issues related to the service category.

American Computer Services, Inc. has consistently proven its ability to uniquely address problems utilizing our consultant's extensive business savvy and information technology experience. Though the State of Iowa works with a specific group of consultant(s), the client also benefits from access to the knowledge of the entire consulting organization staff. The management and consulting staff consistently hold engagement work sessions, at minimum monthly, to solve and address problems and issues. In addition the Management Staff monitors consultant status reporting bi-weekly and Account Managers communicate with the consulting staff continuously.

While the Scope of Work for each engagement is unique and requires a customized solution, American Computer Services, Inc. also routinely applies a process approach to each engagement that establishes a common set of goals and objectives that are applied to minimize problems and issues. The American Computer Services development methodology includes the following management processes and technical procedures.

Management Processes:
- Communicate continually with Management, Team Members and End-users.
- Make commitments that are attainable from both the client's and American Computer Services, Inc.' perspective.
- Share concerns and observations in a frank, objective but diplomatic manner.
- Ensure consultant's years of experience are a minimum of 5 years of solid growth.
- Assist consultants via American Computer Services, Inc. Account Managers/Vice Presidents reviewing project objectives.

Strategy/Vision/Consulting Procedures:
- Work within project methodology.
- Establish strong and reliable communication channels with all stakeholders and the project team regarding issues, deliverables and red flags.
- Coordinate design implementation with project managers.
- Identify business inefficiencies that can be reengineered that will reduce costs for ROI initiatives.
- Consult with business and external communities to identify impacts that change day-to-day operations, policies and procedures.
- Analyze and document current business practices.

American Computer Services, Inc.   ITQ #BD80200S102, Version 1.0   Page 11 of 37
Certified Targeted Small Business   Service Category–- Strategy/Vision/Consulting
(Original)

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- Analyze and reengineer client redundancy for integration and movement of data.
- Adapt technology style and adhere to client standards.
- Interpret the conceptual process diagrams by working with the client staff and project manager for each of the environments involved.
- Interpret the client's existing architecture and standards for the environments of mainframe, client server, network and Internet technologies. (Create an "As Is" if required).
- Formulate the "big picture", vision and integration into a solid recommendation.
- Mentor and transfer knowledge to client staff throughout the engagement.
- Work with the project manager to identify skill sets to determine required subject matter experts such as business regulatory mandates or emerging technologies for security and reduction of costs pertaining technical product usages.

American Computer Services, Inc. ITQ #BD80200S102, Version 1.0 Page 12 of 37
Certified Targeted Small Business Service Category–- Strategy/Vision/Consulting
(Original)

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Service Category: Strategy/Vision/Consulting

5. Describe your company's practices in adopting client policies and methods

The client priorities, policies and methods come first at American Computer Services, Inc. The American Computer Services, Inc. client base consists of clients that range from Capability and Maturity Model (CMM) Level 3 certified clients to clients that have informal policies, procedures and methods. As part of American Computer Services, Inc.' own methodology of account management and status/time reporting, American Computer Services, Inc. compiles information on each client's best standard practices, policies and methods. Therefore, American Computer Services, Inc. is capable of reducing time for new consultants to get up to speed at their client's site.

The type of information the American Computer Services, Inc. Consultants adopt from the client includes but is not limited to the following information:

- Work within project methodology guidelines for approved products, approved design / architecture concepts and resource availability / skill-sets.
- Adopt appropriate level of communication necessary for documentation and business/technical writing based on the knowledge of clients' staff and user community.
- Adopt the clients' protocol for interaction between the client staff and external vendors who will be involved with the project. This includes systems developers, security/infrastructure administrators, application developer(s), business unit(s), implementation (turnover) staff, quality assurance, training and manager reporting structure.
- Adopt timing schedules / issues for execution of development, testing and training.
- Interpret and utilize standards and documentation for each environment for implementation, testing, backup/recovery, error handling, on-call procedures and documentation.
- Interpret and utilize standards for minimum performance measures such as data load time, online response, data integrity and security.
- Utilize the standard naming conventions, approved products such as ETL tools, modeling tools, server software and application standards for distributed applications.
- Adhere to documented escalation procedures.
- Adopt clients' holiday schedule, hours, dress code and Internet usage polices.

Deleted: 37

Service Category: Strategy/Vision/Consulting

6. List each type/brand of operating/communication system you are experienced with /make comments.

American Computer Services, Inc. provides architecture, technology leadership, engineering and development in the environments of mainframe, distributed client/server and Intra/Internet technologies. In the past 10 years, the American Computer Services, Inc. consultants have successfully assisted or delivered over 100 business and IT projects. These projects can be categorized as re-engineering of legacy to client/server applications, consolidation of like-function applications, data conversions, package upgrades, platform conversions, application enhancements and data warehouse initiatives.

The American Computer Services, Inc. consultants are successful in these projects because the American Computer Services, Inc. consultants architect, lead, engineer and develop solutions for all tiers of an application: front-end (screens & GUI), middleware (communication) and database. These multi-skilled professionals possess a unique ability to identify conflicting information between a project vision, architecture, business requirements, technical specifications, development and testing. However, communication of project vision, business requirements and priorities would be required from the Client staff. The American Computer Services, Inc. Consultants average over 10 years of expertise in mainframe and client/server environments as well as 5+ years of Internet experience (Intranet, Internet, and Extranet). In addition, Microsoft and Database Developer certification is held by a number of consultants.

American Computer Services, Inc. is a leader in training their consultants in emerging technologies. The expertise gained allows the American Computer Services, Inc. consultants to informally lead and mentor other developers and engineers. Recent mentoring includes:
- Formal Data Warehouse Architecture and Design
- Mentoring in a one-on-one format for languages and databases.

American Computer Services, Inc. expertise spans the following technologies:
   a) Mainframes:
- IBM OS/390
- TCP/IP, SNA, MQ Series, FTP, IRMA, WebConnect
   b) Midrange / Minicomputer:
- N/A

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c) Client / Server / Distributed Systems:
  - Sun Solaris, HP UNIX, IBM AIX, Windows NT, Microsoft IIS, Windows.NET, IBM OS/2, IBM Websphere
  - ODBC, JDBC, ADO, COM, DCOM, COM+, CORBA, Active X, Tuxedo, MTS, NetBEUI, PPP, IPX/SPX, TCP/IP, MQ Series
d) Desktop:
  - Windows 95, 98, 2000, XP, Windows NT, MS-DOS, OS/2, MS-Office, Visio, MS-Power Point, MS-Project
e) LAN:
  - LANtastic, Netware, Novell, Windows for Workgroups, Windows NT
  - FileShare
f) Languages and DBMS:
  - COBOL, Easytrieve, Easytrieve Plus, Assembler, CICS, ADSO, Visual Basic, .NET, ASP, PowerBuilder, BMS, C/C++, Visual InterDev, Java, JavaScript, Java Servlets, JSP, Swing, VB Script, JCL, ColdFusion, FrontPage, HTML, DHTML, Enterprise Java Beans, FOCUS, SAS, IQ, KornShell Script, MicroFocus COBOL, NetExpress, Lotus Notes, Perl Script, CGI, PL/SQL, SQL, REXX, Transact SQL, VBA, VisualAge, XML
  - DB2, DB2/400, DB2/6000, Btrieve, dBase, IDMS, IMS, Paradox, MicroSoft Access, FoxPro, Informix, ISAM, Oracle, SQL Server, Sybase ASE, Sybase IQ, Teradata, VSAM

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Service Category: Strategy/Vision/Consulting

7. Describe your products / experience with Databases.

American Computer Services, Inc. has extensive experience architect / designing, leading, engineering, developing and implementing both OLTP databases (relational & hierarchical) and data warehouses / data marts. In the past 5 years, the American Computer Services, Inc. consultants have re-engineered legacy to client/server and legacy to internet OLTP applications. The database complexity ranged from medium to high with 100+ tables and 500+ users for each application.   Within the OLTP arena, the American Computer Services, Inc. staff has expertise in:
- data analysis,
- architecture,
- data modeling,
- development (stored procedure, triggers, SQL),
- loading of legacy data (**E**xtraction/ **T**ransformation/**L**oading), and
- administration (security, performance and optimization).

American Computer Services, Inc. has successfully deployed over 5 data warehouse initiatives. The data warehouses have utilized 3 different dimensional structures: Star scheme, snowflake scheme, and OLAP cubes. The American Computer Services, Inc. staff has expertise in:
- data analysis/definition from the source application,
- architecture,
- data modeling,
- data mapping between the source and target data structures
- loading of data (**E**xtraction/ **T**ransformation/**L**oading),
- metadata,
- development (stored procedure, triggers, SQL),
- analysis tools for reporting, and
- administration (security, performance and optimization).

In addition to the successful deployments of database applications, American Computer Services, Inc. has provided Assessments for ETL tools and formal training and mentoring on Architecture and Design for Data Warehousing. The American Computer Services, Inc. database Consultants are also multi-skilled professionals. Not only are the majority of the American Computer Services, Inc. database consultants certified, the American Computer Services, Inc. consultants also have the unique ability to identify conflicting information within a project.   However, communication of project vision, business requirements and priorities would be required from the Client staff.

American Computer Services, Inc. expertise spans the following categories:

a) Administration:
- SQL Server Enterprise Manager, SQL Server Performance Monitor, SQL Server Query Analyzer, Oracle Enterprise Manager, Oracle Query Analyzer, Replication Server, Sybase ASE, Sybase IQ, Sybase SQL Central, Ardent Data Stage, Sybase Warehouse Control Center, Sybase Historical Server

b) Application Development tools:
- SQL, PL/SQL, Crystal Reports, Crystal Info, Informix 4GL, Informix RW, Informix SQL, OLAP Tools, Oracle Forms, QMF, QueryMan, Brio SQR, VisualAge

c) End user tools:
- Business Objects, Business Objects Reporter, Crystal Reports, Cognos Impromptu, Cognos Powerplay, MS Query, Powersoft Infomaker, VisualAge, Basic Teradata Query Tool (BTEQ)

d) Structure and methodologies:
- Relational, Dimensional, Star Schema, Snowflake Schema, OLAP Cube

e) Other:
- Bachman, ErWin, ER Studio, Sybase PowerDesigner, DBArtisan, Rational Rose
- DTS, Fastload, Multiload, T-Pump, Informatica PowerCenter, CA Decision Base Suite, Sagent Design Studio, SQL Loader

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Service Category: Strategy/Vision/Consulting

8. What general software applications have you experience in?

American Computer Service has extensive experience with software applications in Financial Services for fortune 500 companies, Iowa State University and State of Iowa Agencies: Information Technology Department, Department of Human Services, Iowa Workforce Development, and Department of Revenue & Finance. American Computer Services, Inc. has successfully managed, architect, designed, integrated, developed and enhanced in-house and purchased applications in these engagements.

The financial and government engagements have been successful as a result of the multi-skilled professionals who possess a unique ability to identify conflicting information between a project vision, architecture, business requirements, technical specifications, development and testing. However, communication of project vision, business requirements and priorities would be required from the Client staff.

American Computer Services, Inc. has 6 years of experience with Government business software applications. American Computer Services, Inc. consultants have performed Business Consulting and Development Roles for the following departments at the State of Iowa.
   ▪ Department of Human Services* - ICAR, ISIS;
   ▪ Information Technology Department* - Iowa Financial Accounting System (IFAS), Internet Development;
   ▪ Department of Revenue & Finance - Property Tax, Sales Tax, Accounts Receivable;
   ▪ Iowa Workforce Development – Unemployment, Tax Wage for tax reporting, Claims, Monetary Determination, Investigating Fraud Claims, Interstate Connectivity

American Computer Services, Inc. has 10 years of experience with purchased Financial Services business software applications. These applications include:
   ▪ MSA Accounting, Freedom Accounting, GEAC, PeopleSoft, Oracle Financials, Infinium H/R, Infinium Payroll, CheckFree (TAX Reporting), Leverage ALS, Leverage PolicyLink, Leverage TLS,LIDP AMS, Cybertek CK4, UCT

*Agencies currently working with American Computer Services, Inc.

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Service Category: Strategy/Vision/Consulting
IT Staffing

9. Please describe any experience and deployed solutions in each of the following
    specific technologies below.

American Computer Services, Inc. is one of Iowa's largest privately held computer
services companies, incorporated in 1993 and is a Certified Targeted Small Business
(TSB) via the State of Iowa. American Computer Services, Inc. specializes in
providing IT staffing who deliver solutions for data conversions, package
consolidations, software enhancements, application integration and data warehousing.

The American Computer Services, Inc. IT Staffing engagements have been successful
because the American Computer Services, Inc. Senior Consultants bring more
experience than just technology architects, technology leaders, developers or
engineers. They recognize the inconsistencies between expected business results and
technical specifications; they are positive individuals that take pride in completing
their tasks and delivering quality results while mentoring and assisting other members
of the team. Their additional analysis and business interpretation skills enhance their
information exchange with business users. These skills benefit the client by:
- Resolving issues more quickly
- Reducing development rework
- Communicating openly and honestly
- Establishing a conducive work environment
- Working with other teams to ensure everyone's deadlines are met
- Stabilizing implementations
- Mentoring and project exit strategy

The State of Iowa will benefit most from American Computer Services, Inc. expertise
through:
- Project methodology that is consistently followed for project development
- Quick analysis of applications
- Quality programming, engineering and development
- Consultants skilled or trained in both legacy and emerging technologies
- Consultants experienced in OLTP and Data Warehousing applications
- Consultants experienced in interpretation of business requirements
- Senior abilities of engineers to architect and design concise, efficient, scalable
  architecture
- Willingness and readiness to work with Quality Assurance to ensure a quality
  product
- Transfer of knowledge throughout the engagement

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CLIENT REFERENCES

Service Category:
Strategy/Vision/Consulting

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ITQ EXHIBIT D - REFERENCE SURVEY FORM

Service Category: Strategy/Vision/Consulting

REFERENCE SURVEY FORM - section one

(to be completed by SP providing proposal)

SP Name: American Computer Services, Inc.

Referring Client Name:

ITQ Service category: Project Development: 4) Strategy/Vision/Consulting

Give name and description of the project you want client to provide the STATE of Iowa a performance rating on per section two.

In lieu of Client References, American Computer Services, Inc. is responding to this ITQ under the TSB status. The ITQ minimum requirements for appropriate project training are documented in Attachment - Project Appropriate Training.

Start date of project: End date:

Give brief description of Project Scope:

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State of Iowa

Department of Inspections and Appeals

TARGETED SMALL BUSINESS CERTIFICATION

Awarded To:

AMERICAN COMPUTER SERVICES, INC.

Program Manager, Certification

Administrator, Audits Division

January, 2002

_____
Effective Date

January, 2004

_____
Expiration Date

DIRECTOR, Department of Inspections and Appeals

American Computer Services, Inc.
Certified Targeted Small Business

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COST DATA SHEETS

Service Category:
Strategy/Vision/Consulting

ITQ EXHIBIT E – COST DATA SHEET FORMAT
Service Category: Strategy/Vision/Consulting

COST DATA SHEET for ITQ Number **#BD80200S102** Revision _____**1.0**_____

FOR SERVICE CATEGORY: ***Strategy/Vision/Consulting***_____

COMPANY NAME: ***American Computer Services, Inc.***   date   **June 2002**

DESCRIPTION OF SERVICE	RATE PER HOUR NOT TO EXCEED (All Services offered by Project or Hourly Rate)
Architect: Brings the ability to put together a "Big Picture" of a technical solution.	**$125/hr** **Both**
Subject Matter Expert: Brings a deep expertise in a specific technology or business area.	**$95/hr** **Both**
Business Consultant/Analyst: Brings the ability to analyze and recommend business process improvements and reengineering.	**$90/hr** **Both**

American Computer Services, Inc.

2183 86ᵗʰ Street - Suite B Des Moines, IA. 50325 Office: 515-251-7340 Fax 515-252-1754 www.acs-team.com

REQUIRED SIGNATURE FORMAT

Service Category:
Strategy/Vision/Consulting

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FINAL SIGNATURE – ORIGINAL NUMBER ONE

I / we as undersigned agree to the terms and conditions of the aforementioned ITQ #BD80200S102 and if our response is accepted, to furnish any and all services upon which cost data has been submitted. Any material misstatement in our response shall be treated as fraudulent concealment from the STATE of the facts relating to this ITQ.

Name of Entity / Person Submitting Proposal: American Computer Serives, Inc.

Mailing address: _____ 2183 86th Street - Suite B _____

_____ Des Moines, IA 50325 _____

Phone: 515-251-7340_____ Fax: 515-252-1754_____ Email: adickey@acs-team.com ____

⑨ If Individual: SIGNATURE: _____Date: _____

　　　　　　Social Security Number: _____

⑨ If Partnership: Names -type written: _____ / _____

　　　　　　Social Security Numbers: _____ / _____

SIGNATURES of PARTNERS: _____ Date: _____

_____Date: _____

⑨ If Corporation: Corp ID# 42-1414354_____ State: Iowa_____

　　　　　　SIGNATURE: _____ Date: _____

Name and Title -type written: Abigail Dickey, President_____

I / we consent to service of process by certified or register mail addressed to our designated legal agent as required by Part 2-13-i of the Terms and Conditions of the ITQ. I / we appoint

Abigail Dickey at 2183 86th St. - Suite B, Des Moines, IA 50325 as our agent to receive service of process.

WITNESS SIGNATURE: _____ Title: _____ Date: _____

The STATE of Iowa, acting through the undersigned officer(s), hereby accepts the foregoing response to the ITQ and pre-approves the SP named for agency requests for proposals using this agreement. This acceptance and the SP's response for the above referenced ITQ and related POs, including the terms and conditions of the ITQ constitute a binding contract between the STATE and the SP.

　　　　CT _____ Vendor ID# _____　　　CONDITIONAL TSB

Evaluation Committee Chairperson _____ Date: _____

DGS Purchasing Div. Administrator: _____ Date: _____

Purchasing Agent / Issuing Officer : _____ Date : _____

FINAL SIGNATURE – ORIGINAL NUMBER TWO

I / we as undersigned agree to the terms and conditions of the aforementioned ITQ #BD80200S102 and if our response is accepted, to furnish any and all services upon which cost data has been submitted. Any material misstatement in our response shall be treated as fraudulent concealment from the STATE of the facts relating to this ITQ.

Name of Entity / Person Submitting Proposal: <u>American Computer Serives, Inc.</u>

Mailing address: <u>2183 86th Street - Suite B</u>

<u>Des Moines, IA 50325</u>

Phone: <u>515-251-7340</u> Fax: <u>515-252-1754</u> Email: <u>adickey@acs-team.com</u>

⑨ If Individual: SIGNATURE: _____Date: _____

      Social Security Number: _____

⑨ If Partnership: Names -type written: _____ / _____

      Social Security Numbers: _____ / _____

SIGNATURES of PARTNERS: _____ Date: _____

_____Date: _____

⑨ If Corporation: Corp ID# <u>42-1414354</u>_____ State: <u>Iowa</u>_____

      SIGNATURE: _____ Date: _____

Name and Title -type written: <u>Abigail Dickey, President</u>_____

I / we consent to service of process by certified or register mail addressed to our designated legal agent as required by Part 2-13-i of the Terms and Conditions of the ITQ. I / we appoint

<u>Abigail Dickey</u> at <u>2183 86th St. - Suite B, Des Moines, IA 50325</u> as our agent to receive service of process.

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      CT _____ Vendor ID# _____ CONDITIONAL TSB

Evaluation Committee Chairperson _____ Date: _____

DGS Purchasing Div. Administrator: _____ Date: _____

Purchasing Agent / Issuing Officer : _____ Date : _____

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American Computer Services, Inc.

2183 86ᵗʰ Street - Suite B Des Moines, IA. 50325 Office: 515-251-7340 Fax 515-252-1754 www.acs-team.com

VENDOR APPLICATION and W-9 TAX FORM

Service Category:
Strategy/Vision/Consulting

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VENDOR APPLICATION FORM (Update)

VENDOR APPLICATION FORM

1. Legal Business Name: <u>American Computer Services, Inc</u>   <u>10</u> Yrs. In Business: ☐
                  (For remittance of warrants/payments)

    Line 1:   <u>2183 86th St., Suite B</u>
                (Street)

    Line 2:   <u>Des Moines</u>   <u>Polk</u>   <u>Iowa</u>   <u>50325</u>
                (City)   (County)   (State)   (Zip)

Address if different than listed above:

2. Alternate (DBA) Address:

    Legal (DBA) Name:_____ DBA ☐

    Line 1   _____

    Line 2   _____

    City/State/Zip _____

3. Purchase Order/Bid Mailing Address:

    Business Name:<u>(Same)</u>_____

    Line 1   _____

    Line 2   _____

    City/State/Zip _____

4. Federal Identification Number (FEIN) and/or Social Security Number or EIN#, if applicable:

    EIN#:<u>42-1414353</u>_____

    SSN#:_____

5. Type of organization: Corporation (X) Partnership ☐ Individual ☐ Sole Proprietorship ☐ Foreign ☐

6. If corporation, indicate in which state:_____ Date incorporated? <u>December 1993</u>
                (Record additional corporation and/or company data on reverse side)

7. Does any state of Iowa employee hold an office as Principal, Director, Partner, or hold any remunerative
    position in this Company?   YES ☐ (List names, positions & agencies on reverse side) NO (X)

8. Indicate on the attached commodity list, the classes of equipment, supplies, material and/or services on which you desire
    to bid/sell: <u>205: Computers, Data Processing and Work Processing Systems; 918: Consulting; 920: Data Processing</u>
    <u>Services and Software - Purchase Only</u>

9. Specific brand names of items handled: _____(Please attach
    separate list)

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10. Type of business (Check more than one if applicable):

A. Manufacturer or producer	E. Service Establishment	X
B. Dealer with inventory stock	F. Professionally Licensed	
C. Construction concern	G. Foreign	
D. Distributor	H. Other (Define)	

11. Type of operation (Check more than one if applicable):
   A. Is your firm located in Iowa? _Yes_
   B. Are you a single management concern (not a branch or subsidiary of another firm)? _Yes_
   C. Gross receipts/sales last year: $_5 Million_
   D. Number of employees: Company-wide _40_   in Iowa _40_
   E. Are you a minority- or disadvantaged-owned concern , at least 51 percent owned, controlled and actively managed by one or more minorities or, if a publicly-owned concern, at least 51 percent of the stock owned by one or more minorities? _No_
   F. Are you a woman-owned concern, at least 51 percent owned, controlled and actively managed by one or more women or, if a publicly-owned concern, at least 51 percent of the stock owned by one or more women? _Yes_
   G. If you are a Targeted Small Business (TSB), are you currently certified with the Iowa Department of Inspections and Appeals? _Yes_

12. Company Contact Person(s):

NAME	Official Position	Telephone Number
Abigail Dickey	President	(515) 251 - 7340
		( ) -
		( ) -

13. Bank Reference: _Jeff Ostrander, U.S. Bank_
    Address: _3738 Westown Parkway, West Des Moines, IA 50266_

14. The undersigned certifies that the information contained herein is correct. I understand that misrepresentation may be cause for removal from the qualified vendor list and any other penalties allowed by law. Further I affirm that the undersigned company's employment practices do not discriminate because of age, race, creed, color, sex, national origin, religion, or disability.

Firm _American Computer Services, Inc._

Signed _____

Print Name: _Abigail Dickey_

Title: _President_

Business number: (515) 251 - 7340

Toll free number: (888) 610 - 1482   Date: _05/31/2002_

FAX number: (515) 252 - 1754

E-mail Address: _adickey@acs-team.com_

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VENDOR TAX STATUS

Date: May 31, 2002

American Computer Services, Inc.
2183 86th Street Suite B
Des Moines, IA 50325

Ms. Ashley Super
Purchasing Agent III
Iowa Department of General Services
Hoover Building – Level A
Des Moines, IA 50319-0104

RE: Invitation To Qualify ITQ # BD80200S102 – Version 1.0 Tax Status

American Computer Services, Inc. is not currently delinquent in the payment of taxes
or other obligations to State Government or under suspension or otherwise debarred
from doing business with the State of Iowa, any other State, or federal government.

Sincerely,

Abigail Dickey
CEO/President

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W-9 TAX FORM

<table>
<tr><td>Form **W-9**
(Rev. December 2000)
Department of the Treasury
Internal Revenue Service</td><td>**Request for Taxpayer**
Identification Number and Certification</td><td>Give form to the
requester. Do NOT
send to the IRS.</td></tr>
</table>

Please print or type

Name (See Specific Instructions on page 2.)
American Computer Services, Inc.

Business name, if different from above. (See Specific Instructions on page 2.)
American Computer Services, Inc.

Check appropriate box: ☐ Individual/Sole proprietor ☑ Corporation ☐ Partnership ☐ Other =

Address (number, street, and apt. or suite no.)
2183 86th Street Suite B

City, state and ZIP code
Des Moines, Iowa 50325

Requester's name and address (optional)
Iowa Department of General Services
Hoover State Office Building - Level A
Des Moines, IA 50319 - 0105

Part I   Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2. For other entities, *it is your* employer identification number (EIN). If you do not have a number, see **How To Get a TIN** on page 2.

Note: *If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter*

List account number(s) here (optional)

Social security number
- -

OR

Employer identification number
42-1414353

Part II   For Payees Exempt From Backup Withholding (See the instructions on page 2.)

ó

Part III   Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**

2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**

3. I am a U.S. person (including a U.S. resident alien).

Certification Instructions. - You must cross out item **2** above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item **2** does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign
Here

Signature of
U.S. person ó

Date ó   5/31/2002

Purpose of Form. -A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if your are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are an exempt payee.

If you are a foreign person, use the appropriate Form W-8. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Corporations.

Note: *If a requester gives you a form other than a W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.*

What Is Backup Withholding? - Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. **Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester, or

2. You do not certify your TIN when required (see the Part III instructions on page 2 for details), or

3. The IRS tells the requester that you furnished an incorrect TIN, or

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 3 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate **Instructions for the Requester of Form W-9.**

Penalties

Failure To Furnish TIN. -If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil Penalty for False Information With Respect to Withholding. -If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal Penalty for Falsifying Information. - Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

American Computer Services, Inc.
Certified Targeted Small Business

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Service Category–- Strategy/Vision/Consulting
(Original)

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American Computer Services, Inc.

2183 86th Street - Suite B Des Moines, IA. 50325 Office: 515-251-7340 Fax 515-252-1754 www.acs-team.com

EXHIBITS, ATTACHMENTS AND ADDENDUMS:

Service Category:
Strategy/Vision/Consulting

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ITQ EXHIBIT A – NON-COLLUSION AFFIDAVIT

NON-COLLUSION AFFIDAVIT

I, the undersigned, am the person responsible for the preparation of and cost data contained in this response submitted to the STATE in response to this ITQ and certify that:

Cost data has been arrived at independently and without consultation with any other party.

No information regarding this response content has been disclosed to any other party that may be or may potentially be responding to the ITQ with a response.

No attempt has been made to induce or to refrain any other party in responding to this ITQ or to influence the content of their response.

This response and subsequent proposal(s) submitted by my firm to RFPs referring to this ITQ is made / will be made in good faith and not pursuant to any discussions / agreement with any other party.

My firm and its affiliates, subsidiaries, officers, directors and employees are not currently under investigation or been convicted for any act prohibited by federal law involving conspiracy or collusion with respect to bidding on public ITQ and related POs, except as follows:

_____
_____
_____
_____

I understand that any miss-statement in this affidavit is and shall be treated as fraudulent concealment from the STATE of the true facts relating to the response submission for this ITQ.

Name: _Abigail Dickey_____, Position : _President_____

SIGNITURE: _____ Date : _____

Representing COMPANY NAME: American Computer Services, Inc._____

SWORN TO AND SUBSCRIBED BEFORE ME THIS DAY _____ OF 20 _____ .

NOTARY PUBLIC _____ My commission expires: _____

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ITQ EXHIBIT B - LOBBYING CERTIFICATION FORM

LOBBYING CERTIFICATION FORM

FOR ITQ AND RELATED POSS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of her or his knowledge and belief, that

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with the awarding of any federal contract or agreement, or the making of any federal grant, loan, or co-operative agreement.

If any funds other than federal appropriated funds have been paid to any person for influencing or attempting to influence the making of federal contracts or federal grants, loans, co-operative agreements, the undersigned will submit full disclosure of lobbying activities showing all details and supporting documents.

The undersigned will require any or all subcontractors to submit a separate lobbying certification and disclosure accordingly.

SIGNATURE: _____ TITLE: _____

COMPANY NAME: <u>American Computer Services, Inc.</u>_____ DATE: _____

INTRODUCING AMERICAN COMPUTER SERVICES, INC.

American Computer Services, Inc. is one of Iowa's largest privately held computer services companies, incorporated in 1993. Our goal is: "to provide the personnel, the dedication and the expertise to successfully assist our clients in obtaining their vision and meeting their goals".

American Computer Services, Inc. is a service provider that has skilled and experienced Architects, Business Analysts, Project Managers, Project Administrators, Technical Writers, Technology Leaders, Application Developers, Application Engineers, Application Trainers, Quality Assurance Testers and Database Administrators for Client Server, Inter/Intranet and Mainframe Technologies. The customized methodology and combination of people skills, business knowledge and technical expertise make us a great addition to the State of Iowa's team. American Computer Services, Inc. specializes in providing IT staffing who deliver solutions for data conversions, package consolidations, software enhancements, application integration and data warehousing.

American Computer Services, Inc. is committed to hiring and retaining the most talented and best performing consultants in the industry. Each consultant must have outstanding people skills, business knowledge and technical expertise. These consultants must have multiple skill sets that allow them to fulfill various roles therefore saving the client training time and money. Additionally, American Computer Services, Inc. consultants have their personal reputation at stake for each project. The American Computer Services, Inc. consultants are residents of their community and take pride in satisfying each client.

Client satisfaction is taken seriously at American Computer Services, Inc. The consultants deliver the highest quality solutions on time and in budget resulting in above average satisfaction as the standard not the exception. Each engagement is monitored on a continual basis for progression and ultimate completion. Throughout the engagement, American Computer Services, Inc. Consultants mentor and transfer knowledge; thus allowing our clients the ability to maintain their independence. American Computer Services, Inc. continues to receive very high client satisfaction ratings for completed services.

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PROJECT APPROPRIATE TRAINING

American Computer Services, Inc. has provided the consultants who are Architects, Technology Leads, Engineers and Developers. They have consulted in over 100 consulting engagements in the financial services and government industries. The below sampling of engagements demonstrates the consultants architecture, technology leadership, engineering and development experience with Internet, Client/Server, Data Warehouse and Mainframe technologies.

For a Financial Services Organization: Client/Server Development – The American Computer Services, Inc Architect, Technology Lead and Engineers / Developers provided solutions and leadership for a new enterprise scale, n-tier, client–server application contains over 30 integrated components previously built in a mainframe environment. The 1+ million man-hour project has successfully implemented at multiple sites at this time. This consisted of online transaction processing (OLTP) through the back-end reporting and data warehousing. The technologies utilized included C++, Visual Basic, M3/Tuxedo, CORBA, Rational Rose, UML and Oracle.

- The Architect for this project designed the messaging interfaces between the presentation, business rules and database layers of the online transaction processing (OLTP) application. This architecture is highly object-oriented with a class hierarchy of hundreds of classes.

For a Financial Services Organization: Internet Development Business to Business Application Development/Integration – American Computer Services, Inc. Architect, Technology Lead and Engineers / Developers provided an internet application that integrated employer 401k information to a third party administrator. The technologies utilized included Visual InterDev, ASP, VB Script, Java Script and SQL Server.

- The Business Consultant / Analyst reengineered a process that required re-keying of data, mailing of diskettes and manual error handling. The reengineering provided the secure B2B application that integrated customer application formats to be loaded, automation of error handling, administration and tracking of historical 401k information.

For a large Health Insurance Provider: – American Computer Services, Inc. is currently providing a Subject Matter Expert pertaining HIPAA privacy regulations. The HIPAA overall program is comprised of ten project teams which are focused in three major categories: Security, Privacy and Transaction / Codes.

- The Subject Matter Expert is working with Legal and the HIPAA Privacy Project Managers to ensure compliance with policy and procedures, establishing new training initiatives, IT enhancements and audit storage and retrieval.

INVITATION TO QUALIFY
BD80200S102, Version 1.0

Information Technology Consulting Services
and IT Staff Augmentations

Service Category:
Project Management

Five Year Multiple Award Contract

ORIGINAL

American Computer Services, Inc.
2183 86th Street Suite B
Des Moines, IA 50315

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American Computer Services, Inc.

2183 86th Street - Suite B Des Moines, IA. 50325 Office: 515-251-7340 Fax 515-252-1754 www.acs-team.com

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COVER LETTER

Service Category:
Project Management

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(Original)

Date: May 31, 2002

Ashley Super
Purchasing Agent III
Iowa Department of General Services (DGS)
Hoover State Office Building – Level A
Des Moines, IA 50319-0105

Re: Letter of Transmittal - ITQ # BD80200S102 Version 1.0

Dear Ms. Super:

As the owner and authorized agent of American Computer Services, Inc., I am submitting this letter as notification of American Computer Services, Inc. Intent To Qualify for ITQ# BD80200S102 Version 1.0. Please send all correspondence to:

> Abigail Dickey
> President
> American Computer Services, Inc.
> 2183 86th Street, Suite B
> Des Moines, IA 50325
> (515) 251-7340
> acsabby@acs-team.com

At this time, American Computer Services, Inc. is requesting pre-qualification under the Certified Targeted Small Business (TSB) status for this ITQ. We are requesting pre-qualification in the categories of

- Project Development – Strategy / Vision / Consulting, Project Management, Design / Planning, Developing and Implementation

Per the ITQ request, an updated Vendor Application including Commodity service codes, and W-9 Tax Form are enclosed. In addition, insurance coverage documents have been requested to be sent to the attention of Ashley Super at the State of Iowa.

Currently, American Computer Services, Inc. does business with the State of Iowa via a 1680 Contract. The two agencies currently utilizing our services are ITD and DHS. Your assistance to expedite our evaluation would be greatly appreciated so services will not be impacted if extensions are requested.

Sincerely,

Abigail Dickey
President

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American Computer Services, Inc.

2183 86th Street - Suite B Des Moines, IA. 50325 Office: 515-251-7340 Fax 515-252-1754 www.acs-team.com

MANDATORY AGREEMENT QUESTIONNAIRE

Service Category:
Project Management

ITQ EXHIBIT C – MANDATORY AGREEMENT QUESTIONNAIRE

1. Do you agree that the contents of your proposal(s) will become part of any resulting ITQ and related POs and can not be held confidential?   YES __X___ NO _____

2. Do you agree to submit one original of your proposal, together with two (2) copies and a electronic soft copy on diskette?   YES __X___ NO _____

3. Will you include at least three (3) client references and agree you must attain acceptable scores from references for each service category you are attempting to qualify for?   YES __X___ NO _____

4. Do you agree that you must maintain an acceptable rating by each agency you do work for in order to remain pre-qualified for each service category?   YES __X___ NO _____

5. Do you agree to abide by agency specific requirements as outlined in section 1-25?   YES __X___ NO _____

6. Do you agree that your response will remain valid for at least 120 business days and duration of ITQ and related POs?   YES __X___ NO _____

7. Are you a TSB or do you currently have or have had a contracting role in three (3) projects for each of the categories you are attempting to qualify for?   YES __X___ NO _____

8. Do you agree that if the STATE finds any part of your response to be false, you will be placed on temporary suspension from doing business with the STATE?   YES __X___ NO _____

9. Do you accept the requirements stated in sections 1-19 and 1-21?   YES __X___ NO _____

10. Will you provide all documents of proof of insurance as required by this ITQ and any related POs?   YES __X___ NO _____

11. Are you aware that the STATE will conduct any and all background checks it deems necessary?   YES __X___ NO _____

COMPLETED BY Abigail Dickey

American Computer Services, Inc.

2183 86th Street - Suite B Des Moines, IA. 50325 Office: 515-251-7340 Fax 515-252-1754 www.acs-team.com

**PROFESSIONAL / TECHNICAL PERSONNEL
QUESTIONAIRE**

Service Category:
Project Management

Service Category: Project Management

1. How do you intend to provide the resources required by this ITQ?

American Computer Services, Inc. is a service provider that has skilled and experienced Architects, Business Analysts, Project Managers, Project Administrators, Technical Writers, Project Leaders, Application Developers, Application Engineers, Application Trainers, Quality Assurance Testers and Database Administrators for Client Server, Inter/Intranet and Mainframe Technologies. Each consultant accepts responsibility for listening, understanding and implementing a solution that provides the results the client expects. These multi-skilled professionals possess a unique ability to identify conflicting information between a project vision, architecture, business requirements, technical specifications, development and testing.

Over ninety-eight percent of our consultants receive above average to outstanding ratings by our clients. The American Computer Services, Inc. Consultants accomplishes these statistics for each client by comprehending both the business and technology objectives as well as learning the technology department infrastructure. In addition, American Computer Services, Inc. continuously monitors our technology resources in order to staff a specific percent of consultants for the client unique roles. Our reputation is of a consulting company that provides premiere consultants.

The American Computer Services, Inc. Director of Business Resources recruits locally and nationally for senior level consultants through newspaper ads, internet job postings, daily searches of internet resume banks and consultant referrals. However, American Computer Services, Inc. does not recruit employees or consultants from our clients. Our interview process requires a minimum of three (3) interviews and a background check. Each interview has predetermined questions and criteria that each consultant must meet. American Computer Services, Inc. only hires consultants who have significant people skills, business background and technology expertise.

American Computer Services, Inc. consistently invests over 5% of its revenue back into consultant training. This allows American Computer Services, Inc. to keep up to date with new emerging technologies. American Computer Services, Inc. sends consultants to specific product training classes as well as offering CBT and Internet based training classes. Our corporate headquarters contains a training environment that allows consultants to duplicate issues and test solutions for Oracle, Microsoft and IBM products. American Computer Services, Inc. also partners with specific product company's to benefit our clients by keeping consulting costs down and building the expertise in the local area.

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Service Category: Project Management

2. Identify the SP Contract Administrator and describe the functions that person will perform.

The American Computer Services, Inc. Service Provider Contract Administrator is Abigail Dickey (President). Ms. Dickey is accountable for the communication of RFP's, work authorizations and purchase orders. She will distribute information and necessary documents to Account Manager(s) assigned to a State of Iowa engagement, specific State of Iowa agency or State of Iowa Committee. Ms. Dickey is responsible for review and oversight of each contract for compliance with State regulations, ITQ standards, project deliverables/deadlines and payment conditions.

The SP contact information is as follows:

Ms. Abigail Dickey
American Computer Services, Inc.
2183 86th Street Suite B
Des Moines, IA 50325

Phone: 515-251-7340
Fax: 515-252-1754
Email: acsabby@acs-team.com

The American Computer Services, Inc. organization has an Account Manager for all clients. There will be an Account Manager assigned to the State of Iowa Agencies. The Account Manager(s) will be responsible for signing individual purchase orders, monitoring engagement performance weekly, assisting with technology issues and staffing requirements. State of Iowa Agencies will have one of the following assigned as an Account Manager:

Ms. Ann Henricks, Vice President	Mr. William Wise, Vice President
American Computer Services, Inc.	American Computer Services, Inc.
2183 86th Street Suite B	2183 86th Street Suite B
Des Moines, IA 50325	Des Moines, IA 50325
Phone: 515-251-7340	Phone: 515-251-7340
Fax: 515-252-1754	Fax: 515-252-1754
Email: ahenricks@acs-team.com	Email: bwise@acs-team.com

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Service Category: Project Management

3. Describe how you plan on providing additional personnel if it becomes necessary to properly staff projects

The American Computer Services, Inc. clients sign contracts for a period of three (3) to twelve (12) months. When the State Agency requests a specific skill set, American Computer Services, Inc. determines which consultants are qualified. If the task is to be completed in less than eighty (80) hours, American Computer Services, Inc. will negotiate with a current client to share the consultant(s) time with the State Agency for a short period. When the request is longer than a two week period, American Computer Services, Inc. will have a dedicated consultant(s) complete the engagement. At times, State Agency's have requested a specific consultant that has worked with their agency in the past; American Computer Services, Inc. consistently works with the Agency to let them know the availability of the requested consultant.

If additional personnel are requested and existing American Computer Services, Inc. consultants with the requested expertise is unavailable, we hire from the pre-qualified pool of candidates or from national sub-contracting companies. Our Director of Business Resources builds a constant pre-qualified pool of candidates by recruiting locally and nationally for senior level consultants. The following recruiting channels are utilized: newspaper ads, internet job postings, daily searches of internet resume banks and consultant referrals. In addition, American Computer Services, Inc. has relationships with five (5) national firms that meet the same standard of quality consultants that American Computer Services, Inc. consistently has in their employees. This provides a seamless blend of the national consultant(s) for the State Agency so that there is no disruption in an engagement. American Computer Services, Inc. provides all the housing, transportation and per diem for consultants that require travel.

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Service Category: Project Management

4. Describe your company's ability to uniquely address problems and issues related to the service category.

American Computer Services, Inc. has consistently proven its ability to uniquely address problems utilizing our consultant's extensive business savvy and information technology experience. Though the State of Iowa works with a specific group of consultant(s), the client also benefits from access to the knowledge of the entire consulting organization staff. The management and consulting staff consistently hold engagement work sessions, at minimum monthly, to solve and address problems and issues. In addition the Management Staff monitors consultant status reporting bi-weekly and Account Managers communicate with the consulting staff continuously.

While the Scope of Work for each engagement is unique and requires a customized solution, American Computer Services, Inc. also routinely applies a process approach to each engagement that establishes a common set of goals and objectives that are applied to minimize problems and issues. The American Computer Services project management methodology includes the following management processes and technical procedures.

Management Processes:
- Communicate continually with Management, Team Members and End-users.
- Make commitments that are attainable from both the client's and American Computer Services, Inc.' perspective.
- Share concerns and observations in a frank, objective but diplomatic manner.
- Ensure consultant's years of experience are a minimum of 5 years of solid growth.
- Assist consultants via American Computer Services, Inc. Account Managers/Vice Presidents reviewing project objectives.

Project Management Procedures:
- Establish clear project structure (organization, vision, sponsorship, reporting, communication methods - project and team)
- Work within clients' methodology best practices or establish the appropriate methodology of project requirements for the Statement of Work, Risk Assessment, Return on Investment, Business and Technical Specifications, Test Plans and Implementation documents.
- Establish and maintain a project plan, time, status and budget tracking.
- Establish issue reporting and resolution guidelines.
- Establish strong and reliable communication channels with all stakeholders and the project team regarding issues, deliverables and red flags.

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- Communicate and establish changed department impacts and responsibilities.
- Question, listen and understand or interpret business units' expectations.
- Establish agendas and facilitate meetings and JAD sessions.
- Ensure project deliverables incorporate clients business and standards.
- Establish clear visions of design and architect deliverables.
- Provide day-to-day direction and mentoring to Project Leads (Business and Technical), Architects, Administrators and Writers.
- Create user-friendly training material documentation.
- Create technical documentation and exit strategies.
- Establish strong Quality Assurance guidelines.
- Identify and adhere to client escalation procedures.

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5. Describe your company's practices in adopting client policies and methods

The client priorities, policies and methods come first at American Computer Services, Inc. The American Computer Services, Inc. client base consists of clients that range from Capability and Maturity Model (CMM) Level 3 certified clients to clients that have informal policies, procedures and methods. As part of American Computer Services, Inc.' own methodology of account management and status/time reporting, American Computer Services, Inc. compiles information on each client's best standard practices, policies and methods. Therefore, American Computer Services, Inc. is capable of reducing time for new consultants to get up to speed at their client's site.

The type of information the American Computer Services, Inc. Consultants adopt from the client includes but is not limited to the following information:

- Adhere to the formal methodology guidelines of the client. If minimal exists, then Project Managers will evaluate the situation to determine which components of the American Computer Services, Inc. methodology will be utilized.
- Adopt appropriate level of communication necessary for documentation and business/technical writing based on the knowledge of clients' staff and user community.
- Adopt the clients' protocol for interaction between the client staff and external vendors who will be involved with the project. This includes systems developers, security/infrastructure administrators, application developer(s), business unit(s), implementation (turnover) staff, quality assurance, training and manager reporting structure.
- Utilize the client standards and documentation for a specific environment for implementation, testing, backup/recovery, error handling, on-call procedures and documentation.
- Adopt standards for minimum performance measures such as data load time, online response, data integrity and data security.
- Utilize naming standards, approved products such as ETL tools, modeling tools, server software and application standards for distributed applications.
- Interpret and adhere to documented escalation procedures.
- Adopt clients' holiday schedule, hours, dress code and Internet usage polices.

American Computer Services, Inc.
Certified Targeted Small Business

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Service Category: Project Management

6. List each type/brand of operating/communication system you are experienced with /make comments.

American Computer Services, Inc. provides application Project Management in the environments of mainframe, distributed client/server and Intra/Internet technologies. In the past 10 years, the American Computer Services, Inc. consultants have successfully assisted or delivered over 100 business and IT projects. These projects can be categorized as re-engineering of legacy to client/server applications, consolidation of like-function applications, data conversions, package upgrades, platform conversions, application enhancements and data warehouse initiatives.

The American Computer Services, Inc. consultants are successful in these projects because the American Computer Services, Inc. consultants engineer and develop solutions for all tiers of an application: front-end (screens & GUI), middleware (communication) and database. These multi-skilled professionals possess a unique ability to identify conflicting information between a project vision, architecture, business requirements, technical specifications, development and testing. However, communication of project vision, business requirements and priorities would be required from the Client staff. The American Computer Services, Inc. Consultants average over 10 years of expertise in mainframe and client/server environments as well as 5+ years of Internet experience (Intranet, Internet, Extranet). In addition, Microsoft and Database Developer certification is held by a number of consultants.

American Computer Services, Inc. is a leader in training their consultants in emerging technologies. The expertise gained allows the American Computer Services, Inc. consultants to informally lead and mentor other developers and engineers. Recent customer staff mentoring includes:
- Formal Data Warehouse Architecture and Design
- Mentoring in a one-on-one format for languages and databases.

American Computer Services, Inc. expertise spans the following technologies:
   a) Mainframes:
   - IBM OS/390
   - TCP/IP, SNA, MQ Series, FTP, IRMA, WebConnect
   b) Midrange / Minicomputer:
   - N/A

American Computer Services, Inc.
Certified Targeted Small Business

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c) Client / Server / Distributed Systems:
- Sun Solaris, HP UNIX, IBM AIX, Windows NT, Microsoft IIS, Windows.NET, IBM OS/2, IBM Websphere
- ODBC, JDBC, ADO, COM, DCOM, COM+, CORBA, Active X, Tuxedo, MTS, NetBEUI, PPP, IPX/SPX, TCP/IP, MQ Series

d) Desktop:
- Windows 95, 98, 2000, XP, Windows NT, MS-DOS, OS/2, MS-Office, Visio, MS-Power Point, MS-Project

e) LAN:
- LANtastic, Netware, Novell, Windows for Workgroups, Windows NT
- FileShare

f) Languages and DBMS:
- COBOL, Easytrieve, Easytrieve Plus, Assembler, CICS, ADSO, Visual Basic, .NET, ASP, PowerBuilder, BMS, C/C++, Visual InterDev, Java, JavaScript, Java Servlets, JSP, Swing, VB Script, JCL, ColdFusion, FrontPage, HTML, DHTML, Enterprise Java Beans, FOCUS, SAS, IQ, KornShell Script, MicroFocus COBOL, NetExpress, Lotus Notes, Perl Script, CGI, PL/SQL, SQL, REXX, Transact SQL, VBA, VisualAge, XML
- DB2, DB2/400, DB2/6000, Btrieve, dBase, IDMS, IMS, Paradox, Microsoft Access, FoxPro, Informix, ISAM, Oracle, SQL Server, Sybase ASE, Sybase IQ, Teradata, VSAM

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Service Category: Project Management

7. Describe your products / experience with Databases.

American Computer Services, Inc. has extensive experience architect / designing, leading, engineering, developing and implementing both OLTP databases (relational & hierarchical) and data warehouses / data marts. In the past 5 years, the American Computer Services, Inc. consultants have re-engineered legacy to client/server and legacy to internet OLTP applications. The database complexity ranged from medium to high with 100+ tables and 500+ users for each application.   Within the OLTP arena, the American Computer Services, Inc. staff has expertise in:
- data analysis,
- architecture,
- data modeling,
- development (stored procedure, triggers, SQL),
- loading of legacy data (**E**xtraction/ **T**ransformation/**L**oading), and
- administration (security, performance and optimization).

American Computer Services, Inc. has successfully deployed over 5 data warehouse initiatives. The data warehouses have utilized 3 different dimensional structures: Star scheme, snowflake scheme, and OLAP cubes. The American Computer Services, Inc. staff has expertise in:
- data analysis/definition from the source application,
- architecture,
- data modeling,
- data mapping between the source and target data structures
- loading of data (**E**xtraction/ **T**ransformation/**L**oading),
- metadata,
- development (stored procedure, triggers, SQL),
- analysis tools for reporting, and
- administration (security, performance and optimization).

In addition to the successful deployments of database applications, American Computer Services, Inc. has provided Assessments for ETL tools and formal training and mentoring on Architecture and Design for Data Warehousing. The American Computer Services, Inc. database Consultants are also multi-skilled professionals. Not only are the majority of the American Computer Services, Inc. database consultants certified, the American Computer Services, Inc. consultants also have the unique ability to identify conflicting information within a project. However, communication of project vision, business requirements and priorities would be required from the Client staff.

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American Computer Services, Inc. expertise spans the following categories:

a) Administration:
- SQL Server Enterprise Manager, SQL Server Performance Monitor, SQL Server Query Analyzer, Oracle Enterprise Manager, Oracle Query Analyzer, Replication Server, Sybase ASE, Sybase IQ, Sybase SQL Central, Ardent Data Stage, Sybase Warehouse Control Center, Sybase Historical Server

b) Application Development tools:
- SQL, PL/SQL, Crystal Reports, Crystal Info, Informix 4GL, Informix RW, Informix SQL, OLAP Tools, Oracle Forms, QMF, QueryMan, Brio SQR, VisualAge

c) End user tools:
- Business Objects, Business Objects Reporter, Crystal Reports, Cognos Impromptu, Cognos Powerplay, MS Query, Powersoft Infomaker, VisualAge, Basic Teradata Query Tool (BTEQ)

d) Structure and methodologies:
- Relational, Dimensional, Star Schema, Snowflake Schema, OLAP Cube

e) Other:
- Bachman, ErWin, ER Studio, Sybase PowerDesigner, DBArtisan, Rational Rose
- DTS, Fastload, Multiload, T-Pump, Informatica PowerCenter, CA Decision Base Suite, Sagent Design Studio, SQL Loader

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8. What general software applications have you experience in?

American Computer Service has extensive experience with software applications in Financial Services for fortune 500 companies, Iowa State University and State of Iowa Agencies: Information Technology Department, Department of Human Services, Iowa Workforce Development, and Department of Revenue & Finance. American Computer Services, Inc. has successfully managed, architect, designed, integrated, developed, implemented and enhanced in-house and purchased applications in these engagements.

The financial and government engagements have been successful as a result of the multi-skilled professionals who possess a unique ability to identify conflicting information between a project vision, architecture, business requirements, technical specifications, development and testing. However, communication of project vision, business requirements and priorities would be required from the Client staff.

American Computer Services, Inc. has 6 years of experience with Government business software applications. American Computer Services, Inc. consultants have performed Business Consulting and Development Roles for the following departments at the State of Iowa.
- Department of Human Services* - ICAR, ISIS;
- Information Technology Department* - Iowa Financial Accounting System (IFAS), Internet Development;
- Department of Revenue & Finance - Property Tax, Sales Tax, Accounts Receivable;
- Iowa Workforce Development – Unemployment, Tax Wage for tax reporting, Claims, Monetary Determination, Investigating Fraud Claims, Interstate Connectivity

American Computer Services, Inc. has 10 years of experience with purchased Financial Services business software applications. These applications include:
- MSA Accounting, Freedom Accounting, GEAC, PeopleSoft, Oracle Financials, Infinium H/R, Infinium Payroll, CheckFree (TAX Reporting), Leverage ALS, Leverage PolicyLink, Leverage TLS,LIDP AMS, Cybertek CK4, UCT

*Agencies currently working with American Computer Services, Inc.

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Service Category: Project Management
IT Staffing

9. Please describe any experience and deployed solutions in each of the following specific technologies below.

American Computer Services, Inc. is one of Iowa's largest privately held computer services companies, incorporated in 1993 and is a Certified Targeted Small Business (TSB) via the State of Iowa. American Computer Services, Inc. specializes in providing IT staffing who deliver solutions for data conversions, package consolidations, software enhancements, application integration and data warehousing.

The American Computer Services, Inc. IT Staffing engagements have been successful because the American Computer Services, Inc. Project Management Consultants bring more experience than just technology. They recognize the inconsistencies between expected business results and technical specifications; they are positive individuals that take pride in completing their tasks and delivering quality results while mentoring and assisting other members of the team. Their additional analysis and business interpretation skills enhance their information exchange with business users. These skills benefit the client by:
- Resolving issues more quickly
- Reducing development rework
- Communicating openly and honestly
- Establishing a conducive work environment
- Working with other teams to ensure everyone's deadlines are met
- Stabilizing implementations
- Mentoring and project exit strategy

The State of Iowa will benefit most from American Computer Services, Inc. expertise through:
- Project methodology that is consistently followed for project development
- Quick analysis of applications
- Quality programming, engineering and development
- Consultants skilled or trained in both legacy and emerging technologies
- Consultants experienced in OLTP and Data Warehousing applications
- Consultants experienced in interpretation of business requirements
- Senior abilities of engineers to architect and design concise, efficient, scalable architecture
- Willingness and readiness to work with Quality Assurance to ensure a quality product
- Transfer of knowledge throughout the engagement

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CLIENT REFERENCES

Service Category:
Project Management

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Certified Targeted Small Business   Service Category – Project Management
                                                       (Original)

ITQ EXHIBIT D - REFERENCE SURVEY FORM

Service Category: Project Management

REFERENCE SURVEY FORM - section one

(to be completed by SP providing proposal)

SP Name: American Computer Services, Inc.

Referring Client Name:

ITQ Service category: Project Development :2) Project Management

Give name and description of the project you want client to provide the STATE of Iowa a performance rating on per section two.

In lieu of Client References, American Computer Services, Inc. is responding to this ITQ under the TSB status. The ITQ minimum requirements for appropriate project training are documented in Attachment - Project Appropriate Training.

Start date of project: End date:

Give brief description of Project Scope:

State of Iowa

Department of Inspections and Appeals

TARGETED SMALL BUSINESS CERTIFICATION

Awarded To:

AMERICAN COMPUTER SERVICES, INC.

Program Manager, Certification

January, 2002

Effective Date

Administrator, Audits Division

January, 2004

Expiration Date

DIRECTOR, Department of Inspections and Appeals

American Computer Services, Inc.
Certified Targeted Small Business

ITQ #BD80200S102, Version 1.0
Service Category – Project Management
(Original)

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COST DATA SHEETS

Service Category:
Project Management

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Certified Targeted Small Business	Service Category – Project Management	
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ITQ EXHIBIT E – COST DATA SHEET FORMAT
Service Category: Project Management

COST DATA SHEET for ITQ Number #BD80200S102 Revision _____1.0_____

FOR SERVICE CATEGORY: *Project Management*

COMPANY NAME: *American Computer Services, Inc.* date **June 2002**

DESCRIPTION OF SERVICE	RATE PER HOUR NOT TO EXCEED (All Services offered by Project or Hourly Rate)
Program Manager: Manages multiple projects at once both related and unrelated in nature and scope.	**$125/hr** **Both**
Project Manager: Manages a specific project or aspect of a project on larger projects.	**$115/hr** **Both**
Project Administrator: Assists with the administration of the project management activities.	**$85/hr** **Both**
Technical Writer: A writer with skills in a specific technical arena and the ability to write technical information to be consumed by an end-user community.	**$60/hr** **Both**

REQUIRED SIGNATURE FORMAT

Service Category:
Project Management

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Certified Targeted Small Business   Service Category – Project Management
                                                    (Original)

FINAL SIGNATURE – ORIGINAL NUMBER ONE

I / we as undersigned agree to the terms and conditions of the aforementioned ITQ #BD80200S102 and if our response is accepted, to furnish any and all services upon which cost data has been submitted. Any material misstatement in our response shall be treated as fraudulent concealment from the STATE of the facts relating to this ITQ.

Name of Entity / Person Submitting Proposal: <u>American Computer Serives, Inc.</u>

Mailing address: _____ <u>2183 86th Street - Suite B</u> _____

_____ <u>Des Moines, IA 50325</u> _____

Phone: <u>515-251-7340</u> _____ Fax: <u>515-252-1754</u> _____ Email: <u>adickey@acs-team.com</u> ____

⑨ If Individual: SIGNATURE: _____Date: _____

            Social Security Number: _____

⑨ If Partnership: Names -type written: _____/_____

            Social Security Numbers: _____/_____

SIGNATURES of PARTNERS: _____ Date: _____

_____Date: _____

⑨ If Corporation: Corp ID# <u>42-1414354</u>_____ State: <u>Iowa</u>_____

            SIGNATURE: _____ Date: _____

Name and Title -type written: <u>Abigail Dickey, President</u>_____

I / we consent to service of process by certified or register mail addressed to our designated legal agent as required by Part 2-13-i of the Terms and Conditions of the ITQ. I / we appoint

<u>Abigail Dickey</u> at <u>2183 86th St. - Suite B, Des Moines, IA 50325</u> as our agent to receive service of process.

WITNESS SIGNATURE: _____ Title: _____ Date: _____

The STATE of Iowa, acting through the undersigned officer(s), hereby accepts the foregoing response to the ITQ and pre-approves the SP named for agency requests for proposals using this agreement. This acceptance and the SP's response for the above referenced ITQ and related POs, including the terms and conditions of the ITQ constitute a binding contract between the STATE and the SP.

         CT _____ Vendor ID# _____   CONDITIONAL TSB

Evaluation Committee Chairperson _____ Date: _____

DGS Purchasing Div. Administrator: _____ Date: _____

Purchasing Agent / Issuing Officer : _____ Date : _____

American Computer Services, Inc.   ITQ #BD80200S102, Version 1.0   Page 26 of <u>38</u>
Certified Targeted Small Business   Service Category – Project Management
                                (Original)

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FINAL SIGNATURE – ORIGINAL NUMBER TWO

I / we as undersigned agree to the terms and conditions of the aforementioned ITQ #BD80200S102 and if our response is accepted, to furnish any and all services upon which cost data has been submitted. Any material misstatement in our response shall be treated as fraudulent concealment from the STATE of the facts relating to this ITQ.

Name of Entity / Person Submitting Proposal: <u>American Computer Serives, Inc.</u>

Mailing address: <u>2183 86th Street - Suite B</u>

<u>Des Moines, IA 50325</u>

Phone: <u>515-251-7340</u>   Fax: <u>515-252-1754</u>   Email: <u>adickey@acs-team.com</u>

⑨ If Individual: SIGNATURE: _____ Date: _____

            Social Security Number: _____

⑨ If Partnership: Names -type written: _____ / _____

            Social Security Numbers: _____ / _____

SIGNATURES of PARTNERS: _____ Date: _____

                           _____ Date: _____

⑨ If Corporation: Corp ID# <u>42-1414354</u>_____ State: <u>Iowa</u>_____

            SIGNATURE: _____ Date: _____

Name and Title -type written: <u>Abigail Dickey, President</u>_____

I / we consent to service of process by certified or register mail addressed to our designated legal agent as required by Part 2-13-i of the Terms and Conditions of the ITQ. I / we appoint

<u>Abigail Dickey</u> at <u>2183 86th St. - Suite B, Des Moines, IA 50325</u> as our agent to receive service of process.

WITNESS SIGNATURE: _____ Title: _____ Date: _____

The STATE of Iowa, acting through the undersigned officer(s), hereby accepts the foregoing response to the ITQ and pre-approves the SP named for agency requests for proposals using this agreement. This acceptance and the SP's response for the above referenced ITQ and related POs, including the terms and conditions of the ITQ constitute a binding contract between the STATE and the SP.

       CT _____ Vendor ID# _____   CONDITIONAL TSB

Evaluation Committee Chairperson _____ Date: _____

DGS Purchasing Div. Administrator: _____ Date: _____

Purchasing Agent / Issuing Officer : _____ Date : _____

American Computer Services, Inc.   ITQ #BD80200S102, Version 1.0   Page 27 of 38
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                                      (Original)

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American Computer Services, Inc.

2183 86th Street - Suite B Des Moines, IA. 50325 Office: 515-251-7340 Fax 515-252-1754 www.acs-team.com

VENDOR APPLICATION and W-9 TAX FORM

Service Category:
Project Management

VENDOR APPLICATION FORM (Update)

VENDOR APPLICATION FORM

1. Legal Business Name: <u>American Computer Services, Inc</u>   <u>10</u> Yrs. In Business: ☐
    (For remittance of warrants/payments)

    Line 1:   <u>2183 86th St., Suite B</u>
               (Street)

    Line 2:   <u>Des Moines</u>   <u>Polk</u>   <u>Iowa</u>   <u>50325</u>
               (City)   (County)   (State)   (Zip)

    Address if different than listed above:

2. Alternate (DBA) Address:

    Legal (DBA) Name:_____ DBA ☐

    Line 1   _____

    Line 2   _____

    City/State/Zip _____

3. Purchase Order/Bid Mailing Address:

    Business Name: <u>(Same)</u>_____

    Line 1   _____

    Line 2   _____

    City/State/Zip _____

4. Federal Identification Number (FEIN) and/or Social Security Number or EIN#, if applicable:

    EIN#:<u>42-1414353</u>_____

    SSN#:_____

5. Type of organization: Corporation (X) Partnership ☐ Individual ☐ Sole Proprietorship ☐ Foreign ☐

6. If corporation, indicate in which state:_____ Date incorporated? <u>December 1993</u>
    (Record additional corporation and/or company data on reverse side)

7. Does any state of Iowa employee hold an office as Principal, Director, Partner, or hold any remunerative
    position in this Company?   YES ☐ (List names, positions & agencies on reverse side)   NO (X)

8. Indicate on the attached commodity list, the classes of equipment, supplies, material and/or services on which you desire
    to bid/sell: <u>205: Computers, Data Processing and Work Processing Systems; 918: Consulting; 920: Data Processing</u>
    <u>Services and Software - Purchase Only</u>

9. Specific brand names of items handled: _____ (Please attach
    separate list)

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10. Type of business (Check more than one if applicable):

A. Manufacturer or producer	_____	E. Service Establishment __X__
B. Dealer with inventory stock	_____	F. Professionally Licensed _____
C. Construction concern	_____	G. Foreign _____
D. Distributor	_____	H. Other (Define) _____

11. Type of operation (Check more than one if applicable):
   A. Is your firm located in Iowa? _Yes_
   B. Are you a single management concern (not a branch or subsidiary of another firm)? _Yes_
   C. Gross receipts/sales last year: $_5 Million_
   D. Number of employees: Company-wide _40_ in Iowa _40_
   E. Are you a minority- or disadvantaged-owned concern , at least 51 percent owned, controlled and actively managed by one or more minorities or, if a publicly-owned concern, at least 51 percent of the stock owned by one or more minorities?_No_
   F. Are you a woman-owned concern, at least 51 percent owned, controlled and actively managed by one or more women or, if a publicly-owned concern, at least 51 percent of the stock owned by one or more women?_Yes_
   G. If you are a Targeted Small Business (TSB), are you currently certified with the Iowa Department of Inspections and Appeals? _Yes_

12. Company Contact Person(s):

NAME	**Official Position**	**Telephone Number**
Abigail Dickey	President	(515) 251 - 7340
_____	_____	(___) ___ - _____
_____	_____	(___) ___ - _____

13. Bank Reference: _Jeff Ostrander, U.S. Bank_
   Address: _3738 Westown Parkway, West Des Moines, IA 50266_

14. The undersigned certifies that the information contained herein is correct. I understand that misrepresentation may be cause for removal from the qualified vendor list and any other penalties allowed by law. Further I affirm that the undersigned company's employment practices do not discriminate because of age, race, creed, color, sex, national origin, religion, or disability.

Firm _American Computer Services, Inc._

Signed _____

Print Name: _Abigail Dickey_

Title: _President_

Business number: (515) 251 - 7340

Toll free number: (888) 610 - 1482   Date: _05/31/2002_

FAX number: (515) 252 - 1754

E-mail Address: _adickey@acs-team.com_

American Computer Services, Inc.

2183 86th Street - Suite B Des Moines, IA. 50325 Office: 515-251-7340 Fax 515-252-1754 www.acs-team.com

VENDOR TAX STATUS

Date: May 31, 2002

American Computer Services, Inc.
2183 86th Street Suite B
Des Moines, IA 50325

Ms. Ashley Super
Purchasing Agent III
Iowa Department of General Services
Hoover Building – Level A
Des Moines, IA 50319-0104

RE: Invitation To Qualify ITQ# BD80200S102 – Version 1.0 - Tax Status

American Computer Services, Inc. is not currently delinquent in the payment of taxes
or other obligations to State Government or under suspension or otherwise debarred
from doing business with the State of Iowa, any other State, or federal government.

Sincerely,

Abigail Dickey
CEO/President

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W-9 TAX FORM

Form **W-9**		Request for Taxpayer Identification Number and Certification	Give form to the requester. Do NOT send to the IRS.
(Rev. December 2000) Department of the Treasury Internal Revenue Service			

Name (See **Specific Instructions** on page 2.)
American Computer Services, Inc.

Business name, if different from above. (See **Specific Instructions** on page 2.)
American Computer Services, Inc.

Please print or type

Check appropriate box: ☐ Individual/Sole proprietor ☒ Corporation ☐ Partnership ☐ Other = ___

Address (number, street, and apt. or suite no.)
2183 86th Street Suite B

City, state and ZIP code
Des Moines, Iowa 50325

Requester's name and address (optional)
Iowa Department of General Services
Hoover State Office Building - Level A
Des Moines, IA 50319 - 0105

Part I   Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2. For other entities, *it is your* employer identification number (EIN). If you do not have a number, see **How To Get a TIN** on page 2.

Note: *If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter*

Social security number
‑   ‑

OR

Employer identification number
42-1414353

List account number(s) here (optional)

Part II   For Payees Exempt From Backup Withholding (See the instructions on page 2.)

ó

Part III   Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**

2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**

3. I am a U.S. person (including a U.S. resident alien).

Certification Instructions. - You must cross out item **2** above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item **2** does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign Here | Signature of U.S. person ó | | Date ó | 5/31/2002

Purpose of Form. -A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if your are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are an exempt payee.

If you are a foreign person, use the appropriate Form W-8. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Corporations.

Note: *If a requester gives you a form other than a W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.*

What Is Backup Withholding? - Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. **Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester, or

2. You do not certify your TIN when required (see the Part III instructions on page 2 for details), or

3. The IRS tells the requester that you furnished an incorrect TIN, or

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 3 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate **Instructions for the Requester of Form W-9.**

Penalties

Failure To Furnish TIN. -If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil Penalty for False Information With Respect to Withholding. -If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal Penalty for Falsifying Information. - Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

American Computer Services, Inc.
Certified Targeted Small Business

ITQ #BD80200S102, Version 1.0
Service Category – Project Management
(Original)

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EXHIBITS, ATTACHMENTS AND ADDENDUMS:

Service Category:
Project Management

ITQ EXHIBIT A – NON-COLLUSION AFFIDAVIT

NON-COLLUSION AFFIDAVIT

I, the undersigned, am the person responsible for the preparation of and cost data contained in this response submitted to the STATE in response to this ITQ and certify that:

Cost data has been arrived at independently and without consultation with any other party.

No information regarding this response content has been disclosed to any other party that may be or may potentially be responding to the ITQ with a response.

No attempt has been made to induce or to refrain any other party in responding to this ITQ or to influence the content of their response.

This response and subsequent proposal(s) submitted by my firm to RFPs referring to this ITQ is made / will be made in good faith and not pursuant to any discussions / agreement with any other party.

My firm and its affiliates, subsidiaries, officers, directors and employees are not currently under investigation or been convicted for any act prohibited by federal law involving conspiracy or collusion with respect to bidding on public ITQ and related POs, except as follows:

_____

_____

_____

_____

I understand that any miss-statement in this affidavit is and shall be treated as fraudulent concealment from the STATE of the true facts relating to the response submission for this ITQ.

Name: _Abigail Dickey_____, Position : _President_____

SIGNITURE: _____ Date : _____

Representing COMPANY NAME: American Computer Services, Inc._____

SWORN TO AND SUBSCRIBED BEFORE ME THIS DAY _____ OF 20 _____ .

NOTARY PUBLIC _____ My commission expires: _____

ITQ EXHIBIT B - LOBBYING CERTIFICATION FORM

LOBBYING CERTIFICATION FORM

FOR ITQ AND RELATED POSS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of her or his knowledge and belief, that

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with the awarding of any federal contract or agreement, or the making of any federal grant, loan, or co-operative agreement.

If any funds other than federal appropriated funds have been paid to any person for influencing or attempting to influence the making of federal contracts or federal grants, loans, co-operative agreements, the undersigned will submit full disclosure of lobbying activities showing all details and supporting documents.

The undersigned will require any or all subcontractors to submit a separate lobbying certification and disclosure accordingly.

SIGNATURE: _____ TITLE: _____

COMPANY NAME: <u>American Computer Services, Inc.</u> _____ DATE: _____

American Computer Services, Inc.   ITQ #BD80200S102, Version 1.0   Page 35 of 38
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INTRODUCING AMERICAN COMPUTER SERVICES, INC.

American Computer Services, Inc. is one of Iowa's largest privately held computer services companies, incorporated in 1993. Our goal is: "to provide the personnel, the dedication and the expertise to successfully assist our clients in obtaining their vision and meeting their goals".

American Computer Services, Inc. is a service provider that has skilled and experienced Architects, Business Analysts, Project Managers, Project Administrators, Technical Writers, Project Leaders, Application Developers, Application Engineers, Application Trainers, Quality Assurance Testers and Database Administrators for Client Server, Inter/Intranet and Mainframe Technologies. The customized methodology and combination of people skills, business knowledge and technical expertise make us a great addition to the State of Iowa's team. American Computer Services, Inc. specializes in providing IT staffing who deliver solutions for data conversions, package consolidations, software enhancements, application integration and data warehousing.

American Computer Services, Inc. is committed to hiring and retaining the most talented and best performing consultants in the industry. Each consultant must have outstanding people skills, business knowledge and technical expertise. These consultants must have multiple skill sets that allow them to fulfill various roles therefore saving the client training time and money. Additionally, American Computer Services, Inc. consultants have their personal reputation at stake for each project. The American Computer Services, Inc. consultants are residents of their community and take pride in satisfying each client.

Client satisfaction is taken seriously at American Computer Services, Inc. The consultants deliver the highest quality solutions on time and in budget resulting in above average satisfaction as the standard not the exception. Each engagement is monitored on a continual basis for progression and ultimate completion. Throughout the engagement, American Computer Services, Inc. Consultants mentor and transfer knowledge; thus allowing our clients the ability to maintain their independence. American Computer Services, Inc. continues to receive very high client satisfaction ratings for completed services.

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Certified Targeted Small Business   Service Category – Project Management
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PROJECT APPROPRIATE TRAINING

American Computer Services, Inc. has managed over ten IT projects in the financial services and government industries. The below sampling of engagements demonstrates the consultants management experience with Internet, Client/Server, Data Warehouse and Mainframe technologies.

For a Financial Services Organization: Internet Development Business to Business Application Development/Integration – American Computer Services, Inc. Project Manager, managed a 800 hour project which delivered an internet application that integrated employer 401k information to a third party administrator. The project required two teams, one with the business knowledge and the second consisting of IT engineers and developers. The project was completed within four months and utilized a combination of Waterfall and Spiral Methodologies. The Project documents consisted of a Statement of Work, Technical Specifications, Test Plans and Implementation strategy. The project was implemented as a complete product and consisted of data integration and new functionality modules including security. The project was delivered on time and within budget. The project management technologies include Microsoft Project, Visio, Word and Excel.

For a large Insurance Institution: Client/Server and Mainframe Application Development/Integration – American Computer Services, Inc. provided the Project Management to lead a 9500-hour project that enhanced annuity financial accounting functionality. The project was staffed with both client staffing and consultants, and consisted of five teams each containing 3 – 10 members. The project was completed within ten months and utilized a Waterfall Methodology, creating the following documents: Project Charter, Statement of Work, Risk Assessment, Business and Technical Specifications, ROI Assessment, Test Plan and Implementation strategy. The project had multiple implementations that included: 10+ data conversions, enhancement of 500+ program modules, 5 new functionality modules and extensive security modifications for auditing. The project was delivered on time and within 10% of budget. The project management technologies utilized included Project Workbench, Visio, Microsoft Word, Power Point and Excel.

American Computer Services, Inc.

2183 86th Street - Suite B Des Moines, IA. 50325 Office: 515-251-7340 Fax 515-252-1754 www.acs-team.com

For a large Health Insurance Provider: – American Computer Services, Inc. is currently providing Project Management for HIPAA and Data Warehouse initiatives. The HIPAA overall program is comprised of ten project teams which are focused in three major categories: Security, Privacy and Transaction / Codes.   American Computer Services, Inc. is providing the Project Management for HIPAA Privacy and the overall Project Administrator.   The Data Warehouse initiative is to create an enterprise reporting data warehouse, eliminating the current reporting that is through out legacy applications.

- The Project Manager is managing the HIPAA Privacy project team; creating policy and procedures, established project organization, created project plan, established milestones / timelines, establishing new training initiatives and management of architect and technical leads for enhancements.
- The Project Administrator is tracking all HIPAA project hours and status', facilitating meetings, creating agendas / minutes, tracking of issues and resolutions.
- Technical Writer is creating both technical and user documentation for the data warehouse. The documentation consists of a user-friendly data dictionary utilized for ad-hoc reporting. The technical documentation is a cross reference of data between the legacy admin. application and the new data warehouse.

For Government Public Assistance Programs: Client / Server Application Development – American Computer Services, Inc. provided the Project Manager, Business Analyst, Developers and Technical Writer that created three applications to track Childcare Reimbursement, Victim Abuse, and Training / Job placement for unemployed participants. The projects durations were between four and ten months based upon complexity and utilized the Waterfall Methodology. Each project required automation of manual processes thus requiring extensive business analysis.   The projects had multiple implementations that included: data conversions, security, database and development initiatives.   The project management technologies utilized included Doc-to-Help, Microsoft Project, Visio, Word, Power Point and Excel.

- The Project Manager provided the project planning, created Statement of Work documents, status reporting and coordination between the Architects / Technology Leads, Business Analysts, Quality Assurance, Business Experts and the Implementation Team.
- The Technical Writer created technical documentation for installation procedures, data model, add-in product usage, components and the basic infrastructure. In addition detailed training and user manuals were created for the application utilizing Doc-To-Help.

INVITATION TO QUALIFY
BD80200S102, Version 1.0

Information Technology Consulting Services and IT Staff Augmentations

Service Category:
Design/Planning

Five Year Multiple Award Contract

ORIGINAL

American Computer Services, Inc.
2183 86th Street Suite B
Des Moines, IA 50315

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COVER LETTER

Service Category:
Design/Planning

Date: May 31, 2002

Ashley Super
Purchasing Agent III
Iowa Department of General Services (DGS)
Hoover State Office Building – Level A
Des Moines, IA 50319-0105

Re: Letter of Transmittal - ITQ #: BD80200S102 Version 1.0

Dear Ms. Super:

As the owner and authorized agent of American Computer Services, Inc., I am submitting this letter as notification of American Computer Services, Inc. Intent To Qualify for ITQ# BD80200S102 Version 1.0. Please send all correspondence to:

> Abigail Dickey
> President
> American Computer Services, Inc.
> 2183 86th Street, Suite B
> Des Moines, IA 50325
> (515) 251-7340
> acsabby@acs-team.com

At this time, American Computer Services, Inc. is requesting pre-qualification under the Certified Targeted Small Business (TSB) status for this ITQ. We are requesting pre-qualification in the categories of

- Project Development – Strategy / Vision / Consulting, Project Management, Design / Planning, Developing and Implementation

Per the ITQ request, an updated Vendor Application including Commodity service codes, and W-9 Tax Form are enclosed. In addition, insurance coverage documents have been requested to be sent to the attention of Ashley Super at the State of Iowa.

Currently, American Computer Services, Inc. does business with the State of Iowa via a 1680 Contract. The two agencies currently utilizing our services are ITD and DHS. Your assistance to expedite our evaluation would be greatly appreciated so services will not be impacted if extensions are requested.

Sincerely,

Abigail Dickey
President

MANDATORY AGREEMENT QUESTIONNAIRE

Service Category:
Design/Planning

American Computer Services, Inc. ITQ #BD80200S102, Version 1.0 Page 5 of 38
Certified Targeted Small Business Service Category - Design/Planning
(Original)

ITQ EXHIBIT C – MANDATORY AGREEMENT QUESTIONNAIRE

1. Do you agree that the contents of your proposal(s) will become part of any resulting ITQ and related POs and can not be held confidential?

   YES __X___ NO _____

2. Do you agree to submit one original of your proposal, together with two (2) copies and a electronic soft copy on diskette?

   YES __X___ NO _____

3. Will you include at least three (3) client references and agree you must attain acceptable scores from references for each service category you are attempting to qualify for?

   YES __X___ NO _____

4. Do you agree that you must maintain an acceptable rating by each agency you do work for in order to remain pre-qualified for each service category?

   YES __X___ NO _____

5. Do you agree to abide by agency specific requirements as outlined in section 1-25?

   YES __X___ NO _____

6. Do you agree that your response will remain valid for at least 120 business days and duration of ITQ and related POs?

   YES __X___ NO _____

7. Are you a TSB or do you currently have or have had a contracting role in three (3) projects for each of the categories you are attempting to qualify for?

   YES __X___ NO _____

8. Do you agree that if the STATE finds any part of your response to be false, you will be placed on temporary suspension from doing business with the STATE?

   YES __X___ NO _____

9. Do you accept the requirements stated in sections 1-19 and 1-21?

   YES __X___ NO _____

10. Will you provide all documents of proof of insurance as required by this ITQ and any related POs?

    YES __X___ NO _____

11. Are you aware that the STATE will conduct any and all background checks it deems necessary?

    YES __X___ NO _____

COMPLETED BY Abigail Dickey

PROFESSIONAL / TECHNICAL PERSONNEL QUESTIONAIRE

Service Category:
Design/Planning

Service Category: Design/Planning

1. How do you intend to provide the resources required by this ITQ?

American Computer Services, Inc. is a service provider that has skilled and experienced Architects, Business Analysts, Project Managers, Project Administrators, Technical Writers, Project Leaders, Application Developers, Application Engineers, Application Trainers, Quality Assurance Testers and Database Administrators for Client Server, Inter/Intranet and Mainframe Technologies. Each consultant accepts responsibility for listening, understanding and implementing a solution that provides the results the client expects. These multi-skilled professionals possess a unique ability to identify conflicting information between a project vision, architecture, business requirements, technical specifications, development and testing.

Over ninety-eight percent of our consultants receive above average to outstanding ratings by our clients. The American Computer Services, Inc. Consultants accomplishes these statistics for each client by comprehending both the business and technology objectives as well as learning the technology department infrastructure. In addition, American Computer Services, Inc. continuously monitors our technology resources in order to staff a specific percent of consultants for the client unique roles. Our reputation is of a consulting company that provides premiere consultants.

The American Computer Services, Inc. Director of Business Resources recruits locally and nationally for senior level consultants through newspaper ads, internet job postings, daily searches of internet resume banks and consultant referrals. However, American Computer Services, Inc. does not recruit employees or consultants from our clients. Our interview process requires a minimum of three (3) interviews and a background check. Each interview has predetermined questions and criteria that each consultant must meet. American Computer Services, Inc. only hires consultants who have significant people skills, business background and technology expertise.

American Computer Services, Inc. consistently invests over 5% of its revenue back into consultant training. This allows American Computer Services, Inc. to keep up to date with new emerging technologies. American Computer Services, Inc. sends consultants to specific product training classes as well as offering CBT and Internet based training classes. Our corporate headquarters contains a training environment that allows consultants to duplicate issues and test solutions for Oracle, Microsoft and IBM products. American Computer Services, Inc. also partners with specific product company's to benefit our clients by keeping consulting costs down and building the expertise in the local area.

Service Category: Design/Planning

2. Identify the SP Contract Administrator and describe the functions that person will perform.

The American Computer Services, Inc. Service Provider Contract Administrator is Abigail Dickey (President). Ms. Dickey is accountable for the communication of RFP's, work authorizations and purchase orders. She will distribute information and necessary documents to Account Manager(s) assigned to a State of Iowa engagement, specific State of Iowa agency or State of Iowa Committee. Ms. Dickey is responsible for review and oversight of each contract for compliance with State regulations, ITQ standards, project deliverables/deadlines and payment conditions.

The SP contact information is as follows:

Ms. Abigail Dickey
American Computer Services, Inc.
2183 86th Street Suite B
Des Moines, IA 50325

Phone: 515-251-7340
Fax: 515-252-1754
Email: acsabby@acs-team.com

The American Computer Services, Inc. organization has an Account Manager for all clients. There will be an Account Manager assigned to the State of Iowa Agencies. The Account Manager(s) will be responsible for signing individual purchase orders, monitoring engagement performance weekly, assisting with technology issues and staffing requirements.   State of Iowa Agencies will have one of the following assigned as an Account Manager:

Ms. Ann Henricks, Vice President	Mr. William Wise, Vice President
American Computer Services, Inc.	American Computer Services, Inc.
2183 86th Street Suite B	2183 86th Street Suite B
Des Moines, IA 50325	Des Moines, IA 50325
Phone: 515-251-7340	Phone: 515-251-7340
Fax: 515-252-1754	Fax: 515-252-1754
Email: ahenricks@acs-team.com	Email: bwise@acs-team.com

Service Category: Design/Planning

3. Describe how you plan on providing additional personnel if it becomes necessary to properly staff projects

The American Computer Services, Inc. clients sign contracts for a period of three (3) to twelve (12) months. When the State Agency requests a specific skill set, American Computer Services, Inc. determines which consultants are qualified. If the task is to be completed in less than eighty (80) hours, American Computer Services, Inc. will negotiate with a current client to share the consultant(s) time with the State Agency for a short period. When the request is longer than a two week period, American Computer Services, Inc. will have a full time consultant(s) complete the engagement. At times, State Agency's have requested a specific consultant that has worked with their agency in the past; American Computer Services, Inc. consistently works with the Agency to let them know the availability of the requested consultant.

If additional personnel are requested and existing American Computer Services, Inc. consultants with the requested expertise is unavailable, we hire from the pre-qualified pool of candidates or from national sub-contracting companies. Our Director of Business Resources builds a constant pre-qualified pool of candidates by recruiting locally and nationally for senior level consultants. The following recruiting channels are utilized: newspaper ads, internet job postings, daily searches of internet resume banks and consultant referrals. In addition, American Computer Services, Inc. has relationships with five (5) national firms that meet the same standard of quality consultants that American Computer Services, Inc. consistently has in their employees. This provides a seamless blend of the national consultant(s) for the State Agency so that there is no disruption in an engagement. American Computer Services, Inc. provides all the housing, transportation and per diem for consultants that require travel.

Service Category: Design/Planning

4. Describe your company's ability to uniquely address problems and issues related to the service category.

American Computer Services, Inc. has consistently proven its ability to uniquely address problems utilizing our consultant's extensive business savvy and information technology experience. Though the State of Iowa works with a specific group of consultant(s), the client also benefits from access to the knowledge of the entire consulting organization staff. The management and consulting staff consistently hold engagement work sessions, at minimum monthly, to solve and address problems and issues. In addition the Management Staff monitors consultant status reporting bi-weekly and Account Managers communicate with the consulting staff continuously.

While the Scope of Work for each engagement is unique and requires a customized solution, American Computer Services, Inc. also routinely applies a process approach to each engagement that establishes a common set of goals and objectives that are applied to minimize problems and issues. The American Computer Services development methodology includes the following management processes and technical procedures.

Management Processes:
*   Communicate continually with Management, Team Members and End-users.
*   Make commitments that are attainable from both the client's and American Computer Services, Inc.' perspective.
*   Share concerns and observations in a frank, objective but diplomatic manner.
*   Ensure consultant's years of experience are a minimum of 5 years of solid growth.
*   Assist consultants via American Computer Services, Inc. Account Managers/Vice Presidents reviewing project objectives.

Design/Planning Procedures:
*   Create project within the specified methodology.
*   Establish strong and reliable communication channels with all stakeholders and the project team regarding issues, deliverables and red flags.
*   Coordinate design implementation with project managers.
*   Question, listen and understand or interpret business units' expectations.
*   Adapt technology style and adhere to client standards.
*   Create the conceptual process diagrams by working with the client staff and project manager for each of the environments involved.
*   Create the design and technical specifications and integrate into existing applications.

- Analyze the client's existing architecture and standards for the environments of mainframe, client server and Internet technologies. (Create an "As Is" if required)
- Interpret Front End, Middleware, Back End, Messaging, Network and External Interfaces (If required)
- Practice software version control to ensure code quality.
- Engage a solid unit testing process to ensure quality of delivery.
- Create engineering and development documentation.
- Work with Implementation Teams to provide Implementation strategies and recovery procedures.
- Mentor and transfer knowledge to client staff throughout the engagement.

Service Category: Design/Planning

5. Describe your company's practices in adopting client policies and methods

The client priorities, policies and methods come first at American Computer Services, Inc. The American Computer Services, Inc. client base consists of clients that range from Capability and Maturity Model (CMM) Level 3 certified clients to clients that have informal policies, procedures and methods. As part of American Computer Services, Inc.' own methodology of account management and status/time reporting, American Computer Services, Inc. compiles information on each client's best standard practices, policies and methods. Therefore, American Computer Services, Inc. is capable of reducing time for new consultants to get up to speed at their client's site.

The type of information the American Computer Services, Inc. Consultants adopt from the client includes but is not limited to the following information:

- Work within project methodology guidelines for approved products, approved design / architecture concepts and resource availability / skill-sets.
- Adopt appropriate level of communication necessary for documentation and business/technical writing based on the knowledge of clients' staff and user community.
- Adopt the clients' protocol for interaction between the client staff and external vendors who will be involved with the project. This includes systems developers, security/infrastructure administrators, application developer(s), business unit(s), implementation (turnover) staff, quality assurance, training and manager reporting structure.
- Adopt timing schedules / issues for execution of development, testing and training.
- Interpret and utilize standards and documentation for each environment for implementation, testing, backup/recovery, error handling, on-call procedures and documentation.
- Interpret and utilize standards for minimum performance measures such as data load time, online response, data integrity and security.
- Utilize the standard naming conventions, approved products such as ETL tools, modeling tools, server software and application standards for distributed applications.
- Adhere to documented escalation procedures.
- Adopt clients' holiday schedule, hours, dress code and Internet usage polices.

Service Category: Design/Planning

6. List each type/brand of operating/communication system you are experienced with /make comments.

American Computer Services, Inc. provides architecture, technology leadership, engineering and development in the environments of mainframe, distributed client/server and Intra/Internet technologies. In the past 10 years, the American Computer Services, Inc. consultants have successfully assisted or delivered over 100 business and IT projects. These projects can be categorized as re-engineering of legacy to client/server applications, consolidation of like-function applications, data conversions, package upgrades, platform conversions, application enhancements and data warehouse initiatives.

The American Computer Services, Inc. consultants are successful in these projects because the American Computer Services, Inc. consultants architect, lead, engineer and develop solutions for all tiers of an application: front-end (screens & GUI), middleware (communication) and database. These multi-skilled professionals possess a unique ability to identify conflicting information between a project vision, architecture, business requirements, technical specifications, development and testing. However, communication of project vision, business requirements and priorities would be required from the Client staff. The American Computer Services, Inc. Consultants average over 10 years of expertise in mainframe and client/server environments as well as 5+ years of Internet experience (Intranet, Internet, Extranet). In addition, Microsoft and Database Developer certification is held by a number of consultants.

American Computer Services, Inc. is a leader in training their consultants in emerging technologies. The expertise gained allows the American Computer Services, Inc. consultants to informally lead and mentor other developers and engineers. Recent mentoring includes:
- Formal Data Warehouse Architecture and Design
- Mentoring in a one-on-one format for languages and databases.

American Computer Services, Inc. expertise spans the following technologies:
- a) Mainframes:
  - IBM OS/390
  - TCP/IP, SNA, MQ Series, FTP, IRMA, WebConnect
- b) Midrange / Minicomputer:
  - N/A

c) Client / Server / Distributed Systems:
- Sun Solaris, HP UNIX, IBM AIX, Windows NT, Microsoft IIS, Windows.NET, IBM OS/2, IBM Websphere
- ODBC, JDBC, ADO, COM, DCOM, COM+, CORBA, Active X, Tuxedo, MTS, NetBEUI, PPP, IPX/SPX, TCP/IP, MQ Series

d) Desktop:
- Windows 95, 98, 2000, XP, Windows NT, MS-DOS, OS/2, MS-Office, Visio, MS-Power Point, MS-Project

e) LAN:
- LANtastic, Netware, Novell, Windows for Workgroups, Windows NT
- FileShare

f) Languages and DBMS:
- COBOL, Easytrieve, Easytrieve Plus, Assembler, CICS, ADSO, Visual Basic, .NET, ASP, PowerBuilder, BMS, C/C++, Visual InterDev, Java, JavaScript, Java Servlets, JSP, Swing, VB Script, JCL, ColdFusion, FrontPage, HTML, DHTML, Enterprise Java Beans, FOCUS, SAS, IQ, KornShell Script, MicroFocus COBOL, NetExpress, Lotus Notes, Perl Script, CGI, PL/SQL, SQL, REXX, Transact SQL, VBA, VisualAge, XML
- DB2, DB2/400, DB2/6000, Btrieve, dBase, IDMS, IMS, Paradox, MicroSoft Access, FoxPro, Informix, ISAM, Oracle, SQL Server, Sybase ASE, Sybase IQ, Teradata, VSAM

Service Category: Design/Planning

7. Describe your products / experience with Databases.

American Computer Services, Inc. has extensive experience architect / designing, leading, engineering, developing and implementing both OLTP databases (relational & hierarchical) and data warehouses / data marts. In the past 5 years, the American Computer Services, Inc. consultants have re-engineered legacy to client/server and legacy to internet OLTP applications. The database complexity ranged from medium to high with 100+ tables and 500+ users for each application.   Within the OLTP arena, the American Computer Services, Inc. staff has expertise in:

- data analysis,
- architecture,
- data modeling,
- development (stored procedure, triggers, SQL),
- loading of legacy data (**E**xtraction/ **T**ransformation/**L**oading), and
- administration (security, performance and optimization).

American Computer Services, Inc. has successfully deployed over 5 data warehouse initiatives. The data warehouses have utilized 3 different dimensional structures: Star scheme, snowflake scheme, and OLAP cubes. The American Computer Services, Inc. staff has expertise in:

- data analysis/definition from the source application,
- architecture,
- data modeling,
- data mapping between the source and target data structures
- loading of data (**E**xtraction/ **T**ransformation/**L**oading),
- metadata,
- development (stored procedure, triggers, SQL),
- analysis tools for reporting, and
- administration (security, performance and optimization).

In addition to the successful deployments of database applications, American Computer Services, Inc. has provided Assessments for ETL tools and formal training and mentoring on Architecture and Design for Data Warehousing. The American Computer Services, Inc. database Consultants are also multi-skilled professionals. Not only are the majority of the American Computer Services, Inc. database consultants certified, the American Computer Services, Inc. consultants also have the unique ability to identify conflicting information within a project.   However, communication of project vision, business requirements and priorities would be required from the Client staff.

American Computer Services, Inc. expertise spans the following categories:

a) Administration:
  - SQL Server Enterprise Manager, SQL Server Performance Monitor, SQL Server Query Analyzer, Oracle Enterprise Manager, Oracle Query Analyzer, Replication Server, Sybase ASE, Sybase IQ, Sybase SQL Central, Ardent Data Stage, Sybase Warehouse Control Center, Sybase Historical Server

b) Application Development tools:
  - SQL, PL/SQL, Crystal Reports, Crystal Info, Informix 4GL, Informix RW, Informix SQL, OLAP Tools, Oracle Forms, QMF, QueryMan, Brio SQR, VisualAge

c) End user tools:
  - Business Objects, Business Objects Reporter, Crystal Reports, Cognos Impromptu, Cognos Powerplay, MS Query, Powersoft Infomaker, VisualAge, Basic Teradata Query Tool (BTEQ)

d) Structure and methodologies:
  - Relational, Dimensional, Star Schema, Snowflake Schema, OLAP Cube

e) Other:
  - Bachman, ErWin, ER Studio, Sybase PowerDesigner, DBArtisan, Rational Rose
  - DTS, Fastload, Multiload, T-Pump, Informatica PowerCenter, CA Decision Base Suite, Sagent Design Studio, SQL Loader

Service Category: Design/Planning

8. What general software applications have you experience in?

American Computer Service has extensive experience with software applications in Financial Services for fortune 500 companies, Iowa State University and State of Iowa Agencies: Information Technology Department, Department of Human Services, Iowa Workforce Development, and Department of Revenue & Finance. American Computer Services, Inc. has successfully managed, architect, designed, integrated, developed and enhanced in-house and purchased applications in these engagements.

The financial and government engagements have been successful as a result of the multi-skilled professionals who possess a unique ability to identify conflicting information between a project vision, architecture, business requirements, technical specifications, development and testing. However, communication of project vision, business requirements and priorities would be required from the Client staff.

American Computer Services, Inc. has 6 years of experience with Government business software applications. American Computer Services, Inc. consultants have performed Business Consulting and Development Roles for the following departments at the State of Iowa.
- Department of Human Services* - ICAR, ISIS;
- Information Technology Department* - Iowa Financial Accounting System (IFAS), Internet Development;
- Department of Revenue & Finance - Property Tax, Sales Tax, Accounts Receivable;
- Iowa Workforce Development – Unemployment, Tax Wage for tax reporting, Claims, Monetary Determination, Investigating Fraud Claims, Interstate Connectivity

American Computer Services, Inc. has 10 years of experience with purchased Financial Services business software applications. These applications include:
- MSA Accounting, Freedom Accounting, GEAC, PeopleSoft, Oracle Financials, Infinium H/R, Infinium Payroll, CheckFree (TAX Reporting), Leverage ALS, Leverage PolicyLink, Leverage TLS,LIDP AMS, Cybertek CK4, UCT

*Agencies currently working with American Computer Services, Inc.

Service Category: Design/Planning
IT Staffing

9. Please describe any experience and deployed solutions in each of the following specific technologies below.

American Computer Services, Inc. is one of Iowa's largest privately held computer services companies, incorporated in 1993 and is a Certified Targeted Small Business (TSB) via the State of Iowa. American Computer Services, Inc. specializes in providing IT staffing who deliver solutions for data conversions, package consolidations, software enhancements, application integration and data warehousing.

The American Computer Services, Inc. IT Staffing engagements have been successful because the American Computer Services, Inc. Senior Consultants bring more experience than just technology architects, technology leaders, developers or engineers. They recognize the inconsistencies between expected business results and technical specifications; they are positive individuals that take pride in completing their tasks and delivering quality results while mentoring and assisting other members of the team. Their additional analysis and business interpretation skills enhance their information exchange with business users. These skills benefit the client by:
*   Resolving issues more quickly
*   Reducing development rework
*   Communicating openly and honestly
*   Establishing a conducive work environment
*   Working with other teams to ensure everyone's deadlines are met
*   Stabilizing implementations
*   Mentoring and project exit strategy

The State of Iowa will benefit most from American Computer Services, Inc. expertise through:
*   Project methodology that is consistently followed for project development
*   Quick analysis of applications
*   Quality programming, engineering and development
*   Consultants skilled or trained in both legacy and emerging technologies
*   Consultants experienced in OLTP and Data Warehousing applications
*   Consultants experienced in interpretation of business requirements
*   Senior abilities of engineers to architect and design concise, efficient, scalable architecture
*   Willingness and readiness to work with Quality Assurance to ensure a quality product
*   Transfer of knowledge throughout the engagement

CLIENT REFERENCES

Service Category:
Design/Planning

ITQ EXHIBIT D - REFERENCE SURVEY FORM

Service Category: Design/Planning

REFERENCE SURVEY FORM - section one

(to be completed by SP providing proposal)

SP Name: American Computer Services, Inc.

Referring Client Name:

ITQ Service category: Project Development: 4) Design/Planning

Give name and description of the project you want client to provide the STATE of Iowa a performance rating on per section two.

In lieu of Client References, American Computer Services, Inc. is responding to this ITQ under the TSB status. The ITQ minimum requirements for appropriate project training are documented in Attachment - Project Appropriate Training.

Start date of project: End date:

Give brief description of Project Scope:

TARGETED SMALL BUSINESS CERTIFICATION

State of Iowa

Department of Inspections and Appeals

TARGETED SMALL BUSINESS CERTIFICATION

Awarded To:

AMERICAN COMPUTER SERVICES, INC.

Program Manager, Certification

January, 2002

Effective Date

Administrator, Audits Division

January, 2004

Expiration Date

DIRECTOR, Department of Inspections and Appeals

© GOES 447

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COST DATA SHEETS

Service Category:
Design/Planning

ITQ EXHIBIT E – COST DATA SHEET FORMAT
Service Category: Design/Planning

COST DATA SHEET for ITQ Number **#BD80200S102** Revision ___1.0_____

FOR SERVICE CATEGORY: ***Design/Planning***_____

COMPANY NAME: ***American Computer Services, Inc.*** date **June 2002**

DESCRIPTION OF SERVICE	RATE PER HOUR NOT TO EXCEED (All Services offered by Project or Hourly Rate)
Architect / Technology Lead Responsible for the design and technical specifications of a business solution or a specific aspect of a business solution on larger projects.	**$95/hr** **Both**
Developer: Builds solution components based on technical specifications.	**$65/hr** **Both**
Sr. Developer: Builds solution components based on tech specs. Extensive experience.	**$75/hr** **Both**
Jr. Developer: Builds solution components based on tech specs. Limited experience.	**$55/hr** **Both**
Engineer: Builds infrastructure solutions based on technical specifications.	**$90/hr** **Both**
Sr. Engineer: Builds infrastructure solutions based on tech specs. Extensive experience.	**$100/hr** **Both**
Jr. Engineer: Builds infrastructure solutions based on tech specs. Limited experience.	**$80/hr** **Both**
Emerging Niche Technology: Builds solutions based on tech specs using emerging/niche technologies	**$100/hr** **Both**
Sr. Emerging Niche Technology: Builds solutions based on tech specs using emerging/niche technologies. Extensive experience.	**$125/hr** **Both**
Jr. Emerging Niche Technology: Builds solutions based on tech specs using emerging/niche technologies. Limited experience.	**$75/hr** **Both**

REQUIRED SIGNATURE FORMAT

Service Category:
Design/Planning

FINAL SIGNATURE – ORIGINAL NUMBER ONE

I / we as undersigned agree to the terms and conditions of the aforementioned ITQ #BD80200S102 and if our response is accepted, to furnish any and all services upon which cost data has been submitted. Any material misstatement in our response shall be treated as fraudulent concealment from the STATE of the facts relating to this ITQ.

Name of Entity / Person Submitting Proposal: American Computer Serives, Inc.

Mailing address: _____ 2183 86th Street - Suite B _____

_____ Des Moines, IA 50325 _____

Phone: 515-251-7340 _____ Fax: 515-252-1754 _____ Email: adickey@acs-team.com ____

⑨ If Individual: SIGNATURE: _____ Date: _____

Social Security Number: _____

⑨ If Partnership: Names -type written: _____ / _____

Social Security Numbers: _____ / _____

SIGNATURES of PARTNERS: _____ Date: _____

_____ Date: _____

⑨ If Corporation: Corp ID# 42-1414354 _____ State: Iowa _____

SIGNATURE: _____ Date: _____

Name and Title -type written: Abigail Dickey, President_____

I / we consent to service of process by certified or register mail addressed to our designated legal agent as required by Part 2-13-i of the Terms and Conditions of the ITQ. I / we appoint

Abigail Dickey at 2183 86th St. - Suite B, Des Moines, IA 50325 as our agent to receive service of process.

WITNESS SIGNATURE: _____ Title: _____ Date: _____

The STATE of Iowa, acting through the undersigned officer(s), hereby accepts the foregoing response to the ITQ and pre-approves the SP named for agency requests for proposals using this agreement. This acceptance and the SP's response for the above referenced ITQ and related POs, including the terms and conditions of the ITQ constitute a binding contract between the STATE and the SP.

CT _____ Vendor ID# _____   CONDITIONAL TSB

Evaluation Committee Chairperson _____ Date: _____

DGS Purchasing Div. Administrator: _____ Date: _____

Purchasing Agent / Issuing Officer : _____ Date : _____

FINAL SIGNATURE – ORIGINAL NUMBER TWO

I / we as undersigned agree to the terms and conditions of the aforementioned ITQ #BD80200S102 and if our response is accepted, to furnish any and all services upon which cost data has been submitted. Any material misstatement in our response shall be treated as fraudulent concealment from the STATE of the facts relating to this ITQ.

Name of Entity / Person Submitting Proposal: <u>American Computer Serives, Inc.</u>

Mailing address: _____ <u>2183 86th Street - Suite B</u>_____

_____ <u>Des Moines, IA 50325</u>_____

Phone: <u>515-251-7340</u>_____ Fax: <u>515-252-1754</u>_____ Email: <u>adickey@acs-team.com</u>____

⑨ If Individual: SIGNATURE: _____Date: _____

Social Security Number: _____

⑨ If Partnership: Names -type written: _____ /_____

Social Security Numbers: _____ /_____

SIGNATURES of PARTNERS: _____ Date: _____

_____Date: _____

⑨ If Corporation: Corp ID# <u>42-1414354</u>_____ State: <u>Iowa</u>_____

SIGNATURE: _____ Date: _____

Name and Title -type written: <u>Abigail Dickey, President</u>_____

I / we consent to service of process by certified or register mail addressed to our designated legal agent as required by Part 2-13-i of the Terms and Conditions of the ITQ. I / we appoint

<u>Abigail Dickey</u> at <u>2183 86th St. - Suite B, Des Moines, IA 50325</u> as our agent to receive service of process.

WITNESS SIGNATURE: _____ Title: _____ Date: _____

The STATE of Iowa, acting through the undersigned officer(s), hereby accepts the foregoing response to the ITQ and pre-approves the SP named for agency requests for proposals using this agreement. This acceptance and the SP's response for the above referenced ITQ and related POs, including the terms and conditions of the ITQ constitute a binding contract between the STATE and the SP.

CT _____ Vendor ID# _____ CONDITIONAL TSB

Evaluation Committee Chairperson _____ Date: _____

DGS Purchasing Div. Administrator: _____ Date: _____

Purchasing Agent / Issuing Officer : _____ Date : _____

VENDOR APPLICATION and W-9 TAX FORM

Service Category:
Design/Planning

VENDOR APPLICATION FORM (Update)

VENDOR APPLICATION FORM

1. Legal Business Name: <u>American Computer Services, Inc</u>   <u>10</u> Yrs. In Business: ☐
                (For remittance of warrants/payments)

     Line 1:   <u>2183 86th St., Suite B</u>
             (Street)

     Line 2:   <u>Des Moines</u>   <u>Polk</u>   <u>Iowa</u>   <u>50325</u>
             (City)   (County)   (State) (Zip)

Address if different than listed above:

2. Alternate (DBA) Address:

     Legal (DBA) Name: DBA ☐

     Line 1

     Line 2

     City/State/Zip

3. Purchase Order/Bid Mailing Address:

     Business Name:<u>(Same)</u>

     Line 1

     Line 2

     City/State/Zip

4. Federal Identification Number (FEIN) and/or Social Security Number or EIN#, if applicable:

     EIN#:<u>42-1414353</u>

     SSN#:

5. Type of organization: Corporation (X) Partnership ☐ Individual ☐ Sole Proprietorship ☐ Foreign ☐

6. If corporation, indicate in which state: Date incorporated?<u> December 1993</u>
                  (Record additional corporation and/or company data on reverse side)

7. Does any state of Iowa employee hold an office as Principal, Director, Partner, or hold any remunerative position in this Company?   YES ☐ (List names, positions & agencies on reverse side)   NO (X)

8. Indicate on the attached commodity list, the classes of equipment, supplies, material and/or services on which you desire to bid/sell:<u> 205: Computers, Data Processing and Work Processing Systems; 918: Consulting; 920: Data Processing Services and Software - Purchase Only</u>

9. Specific brand names of items handled: _(Please attach
     separate list)

American Computer Services, Inc.   ITQ #BD80200S102, Version 1.0   Page 29 of 38
Certified Targeted Small Business   Service Category - Design/Planning
                                  (Original)

10. Type of business (Check more than one if applicable):

    A. Manufacturer or producer   _____   E. Service Establishment   ___X___

    B. Dealer with inventory stock   _____   F. Professionally Licensed   _____

    C. Construction concern   _____   G. Foreign   _____

    D. Distributor   _____   H. Other (Define)   _____

11. Type of operation (Check more than one if applicable):

    A. Is your firm located in Iowa? __Yes_____

    B. Are you a single management concern (not a branch or subsidiary of another firm)?__Yes_____

    C. Gross receipts/sales last year: $_5 Million_____

    D. Number of employees: Company-wide _40_____ in Iowa _40_____

    E. Are you a minority- or disadvantaged-owned concern , at least 51 percent owned, controlled and actively managed by one or more minorities or, if a publicly-owned concern, at least 51 percent of the stock owned by one or more minorities?_No_____

    F. Are you a woman-owned concern, at least 51 percent owned, controlled and actively managed by one or more women or, if a publicly-owned concern, at least 51 percent of the stock owned by one or more women?_Yes_____

    G. If you are a Targeted Small Business (TSB), are you currently certified with the Iowa Department of Inspections and Appeals? _Yes_____

12. Company Contact Person(s):

NAME	Official Position	Telephone Number
Abigail Dickey	President	(515) 251 - 7340
		( ) -
		( ) -

13. Bank Reference: Jeff Ostrander, U.S. Bank_____

    Address: ___3738 Westown Parkway, West Des Moines, IA 50266_____

14. The undersigned certifies that the information contained herein is correct. I understand that misrepresentation may be cause for removal from the qualified vendor list and any other penalties allowed by law. Further I affirm that the undersigned company's employment practices do not discriminate because of age, race, creed, color, sex, national origin, religion, or disability.

Firm American Computer Services, Inc._____

Signed _____

Print Name: ___Abigail Dickey_____

Title: President_____

Business number: (515) 251 - 7340_____

Toll free number: (888) 610 - 1482_____   Date: _05/31/2002_____

FAX number: (515) 252 - 1754_____

E-mail Address: _adickey@acs-team.com_____

American Computer Services, Inc.   ITQ #BD80200S102, Version 1.0   Page 30 of 38
Certified Targeted Small Business   Service Category - Design/Planning
    (Original)

American Computer Services, Inc.

2183 86ᵗʰ Street - Suite B Des Moines, IA. 50325 Office: 515-251-7340 Fax 515-252-1754 www.acs-team.com

VENDOR TAX STATUS

Date: May 31, 2002

American Computer Services, Inc.
2183 86ᵗʰ Street Suite B
Des Moines, IA 50325

Ms. Ashley Super
Purchasing Agent III
Iowa Department of General Services
Hoover Building – Level A
Des Moines, IA 50319-0104

RE: Invitation To Qualify ITQ # BD80200S102 – Version 1.0 - Tax Status

American Computer Services, Inc. is not currently delinquent in the payment of taxes or other obligations to State Government or under suspension or otherwise debarred from doing business with the State of Iowa, any other State, or federal government.

Sincerely,

Abigail Dickey
CEO/President

W-9 TAX FORM

Form **W-9** (Rev. December 2000) Department of the Treasury Internal Revenue Service	**Request for Taxpayer** **Identification Number and Certification**	**Give form to the** **requester. Do NOT** **send to the IRS.**

Please print or type

Name (See Specific Instructions on page 2.)
American Computer Services, Inc.

Business name, if different from above. (See Specific Instructions on page 2.)
American Computer Services, Inc.

Check appropriate box: ☐ Individual/Sole proprietor ☑ Corporation ☐ Partnership ☐ Other =

Address (number, street, and apt. or suite no.) 2183 86th Street Suite B	Requester's name and address (optional) Iowa Department of General Services Hoover State Office Building - Level A
City, state and ZIP code Des Moines, Iowa 50325	Des Moines, IA 50319 - 0105

Part I — Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2. For other entities, *it is your* employer identification number (EIN). If you do not have a number, see How To Get a TIN on page 2.

Note: *If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter*

Social security number
_ _ - _ _ - _ _ _ _

OR

Employer identification number
42-1414353

List account number(s) here (optional)

Part II — For Payees Exempt From Backup Withholding (See the instructions on page 2.)

ó

Part III — Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**

2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**

3. I am a U.S. person (including a U.S. resident alien).

Certification Instructions. - You must cross out item **2** above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item **2** does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign **Here**	Signature of U.S. person ó	Date ó	5/31/2002

Purpose of Form. -A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if your are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are an exempt payee.

If you are a foreign person, use the appropriate Form W-8. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Corporations.

Note: *If a requester gives you a form other than a W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.*

What Is Backup Withholding? - Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. **Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester, or

2. You do not certify your TIN when required (see the Part III instructions on page 2 for details), or

3. The IRS tells the requester that you furnished an incorrect TIN, or

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 3 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate **Instructions for the Requester of Form W-9.**

Penalties

Failure To Furnish TIN. -If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil Penalty for False Information With Respect to Withholding. -If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal Penalty for Falsifying Information. - Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

EXHIBITS, ATTACHMENTS AND ADDENDUMS:

Service Category:
Design/Planning

ITQ EXHIBIT A – NON-COLLUSION AFFIDAVIT

NON-COLLUSION AFFIDAVIT

I, the undersigned, am the person responsible for the preparation of and cost data contained in this response submitted to the STATE in response to this ITQ and certify that:

Cost data has been arrived at independently and without consultation with any other party.

No information regarding this response content has been disclosed to any other party that may be or may potentially be responding to the ITQ with a response.

No attempt has been made to induce or to refrain any other party in responding to this ITQ or to influence the content of their response.

This response and subsequent proposal(s) submitted by my firm to RFPs referring to this ITQ is made / will be made in good faith and not pursuant to any discussions / agreement with any other party.

My firm and its affiliates, subsidiaries, officers, directors and employees are not currently under investigation or been convicted for any act prohibited by federal law involving conspiracy or collusion with respect to bidding on public ITQ and related POs, except as follows:

_____

_____

_____

_____

I understand that any miss-statement in this affidavit is and shall be treated as fraudulent concealment from the STATE of the true facts relating to the response submission for this ITQ.

Name: _Abigail Dickey_____ , Position : _President_____

SIGNITURE: _____ Date : _____

Representing COMPANY NAME: American Computer Services, Inc._____

SWORN TO AND SUBSCRIBED BEFORE ME THIS DAY _____ OF 20 _____ .

NOTARY PUBLIC _____ My commission expires: _____

ITQ EXHIBIT B - LOBBYING CERTIFICATION FORM

LOBBYING CERTIFICATION FORM

FOR ITQ AND RELATED POSS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of her or his knowledge and belief, that

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with the awarding of any federal contract or agreement, or the making of any federal grant, loan, or co-operative agreement.

If any funds other than federal appropriated funds have been paid to any person for influencing or attempting to influence the making of federal contracts or federal grants, loans, co-operative agreements, the undersigned will submit full disclosure of lobbying activities showing all details and supporting documents.

The undersigned will require any or all subcontractors to submit a separate lobbying certification and disclosure accordingly.

SIGNATURE: _____ TITLE: _____

COMPANY NAME: <u>American Computer Services, Inc.</u> _____ DATE: _____

2183 86th Street - Suite B Des Moines, IA. 50325 Office: 515-251-7340 Fax 515-252-1754 www.acs-team.com

INTRODUCING AMERICAN COMPUTER SERVICES, INC.

American Computer Services, Inc. is one of Iowa's largest privately held computer services companies, incorporated in 1993. Our goal is: "to provide the personnel, the dedication and the expertise to successfully assist our clients in obtaining their vision and meeting their goals".

American Computer Services, Inc. is a service provider that has skilled and experienced Architects, Business Analysts, Project Managers, Project Administrators, Technical Writers, Technology Leaders, Application Developers, Application Engineers, Application Trainers, Quality Assurance Testers and Database Administrators for Client Server, Inter/Intranet and Mainframe Technologies. The customized methodology and combination of people skills, business knowledge and technical expertise make us a great addition to the State of Iowa's team. American Computer Services, Inc. specializes in providing IT staffing who deliver solutions for data conversions, package consolidations, software enhancements, application integration and data warehousing.

American Computer Services, Inc. is committed to hiring and retaining the most talented and best performing consultants in the industry. Each consultant must have outstanding people skills, business knowledge and technical expertise. These consultants must have multiple skill sets that allow them to fulfill various roles therefore saving the client training time and money. Additionally, American Computer Services, Inc. consultants have their personal reputation at stake for each project. The American Computer Services, Inc. consultants are residents of their community and take pride in satisfying each client.

Client satisfaction is taken seriously at American Computer Services, Inc. The consultants deliver the highest quality solutions on time and in budget resulting in above average satisfaction as the standard not the exception. Each engagement is monitored on a continual basis for progression and ultimate completion. Throughout the engagement, American Computer Services, Inc. Consultants mentor and transfer knowledge; thus allowing our clients the ability to maintain their independence. American Computer Services, Inc. continues to receive very high client satisfaction ratings for completed services.

2183 86ᵗʰ Street - Suite B Des Moines, IA. 50325 Office: 515-251-7340 Fax 515-252-1754 www.acs-team.com

PROJECT APPROPRIATE TRAINING

American Computer Services, Inc. has provided the consultants who are Architects, Technology Leads, Engineers and Developers. They have consulted in over 100 consulting engagements in the financial services and government industries. The below sampling of engagements demonstrates the consultants architecture, technology leadership, engineering and development experience with Internet, Client/Server, Data Warehouse and Mainframe technologies.

For a Financial Services Organization: Client/Server Development – The American Computer Services, Inc Architect, Technology Lead and Engineers / Developers provided solutions and leadership for a new enterprise scale, n-tier, client–server application contains over 30 integrated components previously built in a mainframe environment. The 1+ million man-hour project has successfully implemented at multiple sites at this time. This consisted of online transaction processing (OLTP) through the back-end reporting and data warehousing. The technologies utilized included C++, Visual Basic, M3/Tuxedo, CORBA, Rational Rose, UML and Oracle.

- The Architect for this project designed the messaging interfaces between the presentation, business rules and database layers of the online transaction processing (OLTP) application. This architecture is highly object-oriented with a class hierarchy of hundreds of classes.
- The Technology Lead led the efforts to reengineer the backend reporting processes. This required mentoring a team of Analysts to create business and technical specifications as well as working with Project Managers to establish milestones, timelines and tracking.
- The Engineers and Developers created programming modules for GUI presentation layer, reports, internal / external interfaces, SQL views and business rule calculations.

For a Financial Services Organization: Internet Development Business to Business Application Development/Integration – American Computer Services, Inc. Architect, Technology Lead and Engineers / Developers provided an internet application that integrated employer 401k information to a third party administrator. The technologies utilized included Visual InterDev, ASP, VB Script, Java Script and SQL Server.

- The Architect / Technology Lead created the design and technical specifications utilized by the Business unit and Technical Engineers / Developers.
- The Engineers and Developers created programming modules for GUI presentation layer, reports, internal / external interfaces, and data access.

For a large Insurance Institution: Mainframe Application Development/Integration – American Computer Services, Inc. provided Architecture, Technology Leadership and Engineering and Development resources for the conversion of six in-house and purchased Agent/Commission applications in mainframe and client/server environments to a purchased corporate mainframe package.

- The American Computer Services, Inc. Engineers and Developers created a minimum of 100+ data conversions, 20+ external interfaces and over 6,000 program enhancements. This project required four phases to complete and each phase was a minimum of 5,000 hours each. The technologies utilized included COBOL, CICS, Easytrieve, JCL, MQ Series, MS Access and Oracle.
- The American Computer Services, Inc. Architect / Technology Leader was accountable to analyze the existing application data and functionality as well as interpreting the new package architecture, design and functionality. The Technology Leader assisted the Project Manager in establishing tasks, dependencies, assigning of resources and led conversion design methodology for both business and technical specifications. In addition the Technology Leader was accountable for issue resolution and tracking.

For a large Health Insurance Provider: Data Warehouse Development – American Computer Services, Inc. is currently providing Architect / Technology Lead, and Engineering and Development resources for an enterprise wide data warehouse initiative. The data structure methodology utilized in this engagement is dimensional Star Schemas. The data warehouse is comprised of multiple data marts for Claims, Membership, Large Group Underwriting, Productionalized Actuarial Reporting and Employer Reporting, Income Group for Rating Renewal. The technologies utilized include Sybase PowerDesigner to design and engineer the data models and Sybase Transact-SQL to develop the stored procedures for Extracting, Transforming and Loading data into the data warehouse and data marts. The end user reporting tool is Business Objects.

- The Data Warehouse Architect / Technology Lead is creating the schema methodology, mentoring the DBA creating the physical structure and indexes, working with the Business Analyst to create meta data definition and mapping and creating the technical specifications for the DBA and Engineers / Developers in the design and development for the ETL processes, views, stored procedures and triggers.
- The DBA Engineers and Developers are writing the ETL processes, views, stored procedures and triggers.

INVITATION TO QUALIFY
BD80200S102, Version 1.0

Information Technology Consulting Services
and IT Staff Augmentations

Service Category:
Developing

Five Year Multiple Award Contract

ORIGINAL

American Computer Services, Inc.
2183 86th Street Suite B
Des Moines, IA 50315

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American Computer Services, Inc.

2183 86ᵗʰ Street - Suite B Des Moines, IA. 50325 Office: 515-251-7340 Fax 515-252-1754 www.acs-team.com

COVER LETTER

Service Category:
Developing

American Computer Services, Inc.

2183 86th Street - Suite B Des Moines, IA. 50325 Office: 515-251-7340 Fax 515-252-1754 www.acs-team.com

Date: May 31, 2002

Ashley Super
Purchasing Agent III
Iowa Department of General Services (DGS)
Hoover State Office Building – Level A
Des Moines, IA 50319-0105

Re: Letter of Transmittal – ITQ # BD80200S102 Version 1.0

Dear Ms. Super:

As the owner and authorized agent of American Computer Services, Inc., I am submitting this letter as notification of American Computer Services, Inc. Intent To Qualify for ITQ# BD80200S102 Version 1.0. Please send all correspondence to:

> Abigail Dickey
> President
> American Computer Services, Inc.
> 2183 86th Street, Suite B
> Des Moines, IA 50325
> (515) 251-7340
> acsabby@acs-team.com

At this time, American Computer Services, Inc. is requesting pre-qualification under the Certified Targeted Small Business (TSB) status for this ITQ. We are requesting pre-qualification in the categories of

- Project Development – Strategy / Vision / Consulting, Project Management, Design / Planning, Developing and Implementation

Per the ITQ request, an updated Vendor Application including Commodity service codes, and W-9 Tax Form are enclosed. In addition, insurance coverage documents have been requested to be sent to the attention of Ashley Super at the State of Iowa.

Currently, American Computer Services, Inc. does business with the State of Iowa via a 1680 Contract. The two agencies currently utilizing our services are ITD and DHS. Your assistance to expedite our evaluation would be greatly appreciated so services will not be impacted if extensions are requested.

Sincerely,

Abigail Dickey
President

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MANDATORY AGREEMENT QUESTIONNAIRE

Service Category:
Developing

American Computer Services, Inc.
Certified Targeted Small Business

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ITQ EXHIBIT C – MANDATORY AGREEMENT QUESTIONNAIRE

1. Do you agree that the contents of your proposal(s) will become part of any resulting ITQ and related POs and can not be held confidential?

   YES __X___   NO _____

2. Do you agree to submit one original of your proposal, together with two (2) copies and a electronic soft copy on diskette?

   YES __X___   NO _____

3. Will you include at least three (3) client references and agree you must attain acceptable scores from references for each service category you are attempting to qualify for?

   YES __X___   NO _____

4. Do you agree that you must maintain an acceptable rating by each agency you do work for in order to remain pre-qualified for each service category?

   YES __X___   NO _____

5. Do you agree to abide by agency specific requirements as outlined in section 1-25?

   YES __X___   NO _____

6. Do you agree that your response will remain valid for at least 120 business days and duration of ITQ and related POs?

   YES __X___   NO _____

7. Are you a TSB or do you currently have or have had a contracting role in three (3) projects for each of the categories you are attempting to qualify for?

   YES __X___   NO _____

8. Do you agree that if the STATE finds any part of your response to be false, you will be placed on temporary suspension from doing business with the STATE?

   YES __X___   NO _____

9. Do you accept the requirements stated in sections 1-19 and 1-21?

   YES __X___   NO _____

10. Will you provide all documents of proof of insurance as required by this ITQ and any related POs?

    YES __X___   NO _____

11. Are you aware that the STATE will conduct any and all background checks it deems necessary?

    YES __X___   NO _____

COMPLETED BY Abigail Dickey

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PROFESSIONAL / TECHNICAL PERSONNEL QUESTIONAIRE

Service Category:
Developing

American Computer Services, Inc.
Certified Targeted Small Business

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Service Category: Developing

1. How do you intend to provide the resources required by this ITQ?

American Computer Services, Inc. is a service provider that has skilled and experienced Architects, Business Analysts, Project Managers, Project Administrators, Technical Writers, Technology Leaders, Application Developers, Application Engineers, Application Trainers, Quality Assurance Testers and Database Administrators for Client Server, Inter/Intranet and Mainframe Technologies. Each consultant accepts responsibility for listening, understanding and implementing a solution that provides the results the client expects. These multi-skilled professionals possess a unique ability to identify conflicting information between a project vision, architecture, business requirements, technical specifications, development and testing.

Over ninety-eight percent of our consultants receive above average to outstanding ratings by our clients. The American Computer Services, Inc. Consultants accomplishes these statistics for each client by comprehending both the business and technology objectives as well as learning the technology department infrastructure. In addition, American Computer Services, Inc. continuously monitors our technology resources in order to staff a specific percent of consultants for the client unique roles. Our reputation is of a consulting company that provides premiere consultants.

The American Computer Services, Inc. Director of Business Resources recruits locally and nationally for senior level consultants through newspaper ads, internet job postings, daily searches of internet resume banks and consultant referrals. However, American Computer Services, Inc. does not recruit employees or consultants from our clients. Our interview process requires a minimum of three (3) interviews and a background check. Each interview has predetermined questions and criteria that each consultant must meet. American Computer Services, Inc. only hires consultants who have significant people skills, business background and technology expertise.

American Computer Services, Inc. consistently invests over 5% of its revenue back into consultant training. This allows American Computer Services, Inc. to keep up to date with new emerging technologies. American Computer Services, Inc. sends consultants to specific product training classes as well as offering CBT and Internet based training classes. Our corporate headquarters contains a training environment that allows consultants to duplicate issues and test solutions for Oracle, Microsoft and IBM products. American Computer Services, Inc. also partners with specific product company's to benefit our clients by keeping consulting costs down and building the expertise in the local area.

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Service Category: Developing

2. Identify the SP Contract Administrator and describe the functions that person will perform.

The American Computer Services, Inc. Service Provider Contract Administrator is Abigail Dickey (President). Ms. Dickey is accountable for the communication of RFP's, work authorizations and purchase orders. She will distribute information and necessary documents to Account Manager(s) assigned to a State of Iowa engagement, specific State of Iowa agency or State of Iowa Committee. Ms. Dickey is responsible for review and oversight of each contract for compliance with State regulations, ITQ standards, project deliverables/deadlines and payment conditions.

The SP contact information is as follows:

Ms. Abigail Dickey
American Computer Services, Inc.
2183 86th Street Suite B
Des Moines, IA 50325

Phone: 515-251-7340
Fax: 515-252-1754
Email: acsabby@acs-team.com

The American Computer Services, Inc. organization has an Account Manager for all clients. There will be an Account Manager assigned to the State of Iowa Agencies. The Account Manager(s) will be responsible for signing individual purchase orders, monitoring engagement performance weekly, assisting with technology issues and staffing requirements.   State of Iowa Agencies will have one of the following assigned as an Account Manager:

Ms. Ann Henricks, Vice President
American Computer Services, Inc.
2183 86th Street Suite B
Des Moines, IA 50325

Phone: 515-251-7340
Fax: 515-252-1754
Email: ahenricks@acs-team.com

Mr. William Wise, Vice President
American Computer Services, Inc.
2183 86th Street Suite B
Des Moines, IA 50325

Phone: 515-251-7340
Fax: 515-252-1754
Email: bwise@acs-team.com

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Service Category: Developing

3. Describe how you plan on providing additional personnel if it becomes necessary to properly staff projects

The American Computer Services, Inc. clients sign contracts for a period of three (3) to twelve (12) months. When the State Agency requests a specific skill set, American Computer Services, Inc. determines which consultants are qualified. If the task is to be completed in less than eighty (80) hours, American Computer Services, Inc. will negotiate with a current client to share the consultant(s) time with the State Agency for a short period. When the request is longer than a two week period, American Computer Services, Inc. will have a full time consultant(s) complete the engagement. At times, State Agency's have requested a specific consultant that has worked with their agency in the past; American Computer Services, Inc. consistently works with the Agency to let them know the availability of the requested consultant.

If additional personnel are requested and existing American Computer Services, Inc. consultants with the requested expertise is unavailable, we hire from the pre-qualified pool of candidates or from national sub-contracting companies. Our Director of Business Resources builds a constant pre-qualified pool of candidates by recruiting locally and nationally for senior level consultants. The following recruiting channels are utilized: newspaper ads, internet job postings, daily searches of internet resume banks and consultant referrals. In addition, American Computer Services, Inc. has relationships with five (5) national firms that meet the same standard of quality consultants that American Computer Services, Inc. consistently has in their employees. This provides a seamless blend of the national consultant(s) for the State Agency so that there is no disruption in an engagement. American Computer Services, Inc. provides all the housing, transportation and per diem for consultants that require travel.

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Service Category: Developing

4. Describe your company's ability to uniquely address problems and issues related to the service category.

American Computer Services, Inc. has consistently proven its ability to uniquely address problems utilizing our consultant's extensive business savvy and information technology experience. Though the State of Iowa works with a specific group of consultant(s), the client also benefits from access to the knowledge of the entire consulting organization staff. The management and consulting staff consistently hold engagement work sessions, at minimum monthly, to solve and address problems and issues. In addition the Management Staff monitors consultant status reporting bi-weekly and Account Managers communicate with the consulting staff continuously.

While the Scope of Work for each engagement is unique and requires a customized solution, American Computer Services, Inc. also routinely applies a process approach to each engagement that establishes a common set of goals and objectives that are applied to minimize problems and issues.   The American Computer Services development methodology includes the following management processes and technical procedures.

Management Processes:
- Communicate continually with Management, Team Members and End-users.
- Make commitments that are attainable from both the client's and American Computer Services, Inc.' perspective.
- Share concerns and observations in a frank, objective but diplomatic manner.
- Ensure consultant's years of experience are a minimum of 5 years of solid growth.
- Assist consultants via American Computer Services, Inc. Account Managers/Vice Presidents reviewing project objectives.

Technical Procedures:
- Work within project limitations and goals.
- Establish strong and reliable communication channels with all stakeholders and the project team regarding issues, deliverables and red flags.
- Coordinate design implementation with project managers.
- Question, listen and understand or interpret business units' expectations.
- Adapt technology style and adhere to client standards.
- Analyze technical specifications and integrate into existing applications.
- Practice software version control to ensure code quality.
- Engage a solid unit testing process to ensure quality of delivery.

- Create engineering and development documentation.
- Work with Implementation Teams to provide Implementation strategies and recovery procedures.
- Mentor and transfer knowledge to client throughout the engagement.
- Contact product vendor companies, other American Computer Services, Inc. Consultants, and Technical Internet sites to resolve product issues and engineering and development constraints.

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Service Category: Developing

5. Describe your company's practices in adopting client policies and methods

The client priorities, policies and methods come first at American Computer Services, Inc. The American Computer Services, Inc. client base consists of clients that range from Capability and Maturity Model (CMM) Level 3 certified clients to clients that have informal policies, procedures and methods. As part of American Computer Services, Inc.' own methodology of account management and status/time reporting, American Computer Services, Inc. compiles information on each client's best standard practices, policies and methods. Therefore, American Computer Services, Inc. is capable of reducing time for new consultants to get up to speed at their client's site.

The type of information the American Computer Services, Inc. Consultants adopt from the client includes but is not limited to the following information:
- Adopt appropriate level of communication necessary for documentation and business/technical writing based on the knowledge of clients' staff and user community.
- Adopt the clients' protocol for interaction between the client staff and external vendors who will be involved with the project. This includes systems developers, security/infrastructure administrators, application developer(s), business unit(s), implementation (turnover) staff, quality assurance, training and manager reporting structure.
- Utilize client standards and documentation for a specific environment for implementation, testing, backup/recovery, error handling, on-call procedures and documentation.
- Adhere to clients standards for minimum performance measures such as data load time, online response, data integrity and data security.
- Adopt naming standards, approved products such as ETL tools, modeling tools, server software and application standards for distributed applications.
- Adhere to documented escalation procedures.
- Adopt clients' holiday schedule, hours, dress code and Internet usage polices.
- Adopt clients' change control procedures for identifying other projects that could be conflict for the same technical modules and merging of code procedures.
- Adhere to clients' security methodology.

American Computer Services, Inc.
Certified Targeted Small Business

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Service Category - Developing
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Service Category: Developing

6. List each type/brand of operating/communication system you are experienced with /make comments.

American Computer Services, Inc. provides application engineering and development in the environments of mainframe, distributed client/server and Intra/Internet technologies. In the past 10 years, the American Computer Services, Inc. consultants have successfully assisted or delivered over 100 business and IT projects. These projects can be categorized as re-engineering of legacy to client/server applications, consolidation of like-function applications, data conversions, package upgrades, platform conversions, application enhancements and data warehouse initiatives.

The American Computer Services, Inc. consultants are successful in these projects because the American Computer Services, Inc. consultants engineer and develop solutions for all tiers of an application: front-end (screens & GUI), middleware (communication) and database. These multi-skilled professionals possess a unique ability to identify conflicting information between a project vision, architecture, business requirements, technical specifications, development and testing. However, communication of project vision, business requirements and priorities would be required from the Client staff. The American Computer Services, Inc. Consultants average over 10 years of expertise in mainframe and client/server environments as well as 5+ years of Internet experience (Intranet, Internet, Extranet). In addition, Microsoft and Database Developer certification is held by a number of consultants.

American Computer Services, Inc. is a leader in training their consultants in emerging technologies. The expertise gained allows the American Computer Services, Inc. consultants to informally lead and mentor other developers and engineers. Recent mentoring includes:
- Formal Data Warehouse Architecture and Design
- Mentoring in a one-on-one format for languages and databases.

American Computer Services, Inc. expertise spans the following technologies:
a) Mainframes:
   - IBM OS/390
   - TCP/IP, SNA, MQ Series, FTP, IRMA, WebConnect
b) Midrange / Minicomputer:
   - N/A

American Computer Services, Inc.
Certified Targeted Small Business

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c) Client / Server / Distributed Systems:
- Sun Solaris, HP UNIX, IBM AIX, Windows NT, Microsoft IIS, Windows.NET, IBM OS/2, IBM Websphere
- ODBC, JDBC, ADO, COM, DCOM, COM+, CORBA, Active X, Tuxedo, MTS, NetBEUI, PPP, IPX/SPX, TCP/IP, MQ Series

d) Desktop:
- Windows 95, 98, 2000, XP, Windows NT, MS-DOS, OS/2, MS-Office, Visio, MS-Power Point, MS-Project

e) LAN:
- LANtastic, Netware, Novell, Windows for Workgroups, Windows NT
- FileShare

f) Languages and DBMS:
- COBOL, Easytrieve, Easytrieve Plus, Assembler, CICS, ADSO, Visual Basic, .NET, ASP, PowerBuilder, BMS, C/C++, Visual InterDev, Java, JavaScript, Java Servlets, JSP, Swing, VB Script, JCL, ColdFusion, FrontPage, HTML, DHTML, Enterprise Java Beans, FOCUS, SAS, IQ, KornShell Script, MicroFocus COBOL, NetExpress, Lotus Notes, Perl Script, CGI, PL/SQL, SQL, REXX, Transact SQL, VBA, VisualAge, XML
- DB2, DB2/400, DB2/6000, Btrieve, dBase, IDMS, IMS, Paradox, MicroSoft Access, FoxPro, Informix, ISAM, Oracle, SQL Server, Sybase ASE, Sybase IQ, Teradata, VSAM

American Computer Services, Inc.
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Service Category: Developing

7. Describe your products / experience with Databases.

American Computer Services, Inc. has extensive experience architect / designing, leading, engineering, developing and implementing both OLTP databases (relational & hierarchical) and data warehouses / data marts. In the past 5 years, the American Computer Services, Inc. consultants have re-engineered legacy to client/server and legacy to internet OLTP applications. The database complexity ranged from medium to high with 100+ tables and 500+ users for each application.   Within the OLTP arena, the American Computer Services, Inc. staff has expertise in:

- data analysis,
- architecture,
- data modeling,
- development (stored procedure, triggers, SQL),
- loading of legacy data (**E**xtraction/ **T**ransformation/**L**oading), and
- administration (security, performance and optimization).

American Computer Services, Inc. has successfully deployed over 5 data warehouse initiatives. The data warehouses have utilized 3 different dimensional structures: Star scheme, snowflake scheme, and OLAP cubes. The American Computer Services, Inc. staff has expertise in:

- data analysis/definition from the source application,
- architecture,
- data modeling,
- data mapping between the source and target data structures
- loading of data (**E**xtraction/ **T**ransformation/**L**oading),
- metadata,
- development (stored procedure, triggers, SQL),
- analysis tools for reporting, and
- administration (security, performance and optimization).

In addition to the successful deployments of database applications, American Computer Services, Inc. has provided Assessments for ETL tools and formal training and mentoring on Architecture and Design for Data Warehousing. The American Computer Services, Inc. data base Consultants are also multi-skilled professionals. Not only are the majority of the American Computer Services, Inc. database consultants certified, the American Computer Services, Inc. consultants also have the unique ability to identify conflicting information within a project.   However, communication of project vision, business requirements and priorities would be required from the Client staff.

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American Computer Services, Inc. expertise spans the following categories:

   a) Administration:
- SQL Server Enterprise Manager, SQL Server Performance Monitor, SQL Server Query Analyzer, Oracle Enterprise Manager, Oracle Query Analyzer, Replication Server, Sybase ASE, Sybase IQ, Sybase SQL Central, Ardent Data Stage, Sybase Warehouse Control Center, Sybase Historical Server

   b) Application Development tools:
- SQL, PL/SQL, Crystal Reports, Crystal Info, Informix 4GL, Informix RW, Informix SQL, OLAP Tools, Oracle Forms, QMF, QueryMan, Brio SQR, VisualAge

   c) End user tools:
- Business Objects, Business Objects Reporter, Crystal Reports, Cognos Impromptu, Cognos Powerplay, MS Query, Powersoft Infomaker, VisualAge, Basic Teradata Query Tool (BTEQ)

   d) Structure and methodologies:
- Relational, Dimensional, Star Schema, Snowflake Schema, OLAP Cube

   e) Other:
- Bachman, ErWin, ER Studio, Sybase PowerDesigner, DBArtisan, Rational Rose
- DTS, Fastload, Multiload, T-Pump, Informatica PowerCenter, CA Decision Base Suite, Sagent Design Studio, SQL Loader

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Service Category: Developing

8. What general software applications have you experience in?

American Computer Service has extensive experience with software applications in Financial Services for fortune 500 companies, Iowa State University and State of Iowa Agencies: Information Technology Department, Department of Human Services, Iowa Workforce Development, and Department of Revenue & Finance. American Computer Services, Inc. has successfully managed, architect, designed, integrated, developed, implemented and enhanced in-house and purchased applications in these engagements.

The financial and government engagements have been successful as a result of the multi-skilled professionals who possess a unique ability to identify conflicting information between a project vision, architecture, business requirements, technical specifications, development and testing. However, communication of project vision, business requirements and priorities would be required from the Client staff.

American Computer Services, Inc. has 6 years of experience with Government business software applications. American Computer Services, Inc. consultants have performed Business Consulting and Development Roles for the following departments at the State of Iowa.

- Department of Human Services* - ICAR, ISIS;
- Information Technology Department* - Iowa Financial Accounting System (IFAS), Internet Development;
- Department of Revenue & Finance - Property Tax, Sales Tax, Accounts Receivable;
- Iowa Workforce Development – Unemployment, Tax Wage for tax reporting, Claims, Monetary Determination, Investigating Fraud Claims, Interstate Connectivity

American Computer Services, Inc. has 10 years of experience with purchased Financial Services business software applications. These applications include:

- MSA Accounting, Freedom Accounting, GEAC, PeopleSoft, Oracle Financials, Infinium H/R, Infinium Payroll, CheckFree (TAX Reporting), Leverage ALS, Leverage PolicyLink, Leverage TLS,LIDP AMS, Cybertek CK4, UCT

*Agencies currently working with American Computer Services, Inc.

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Service Category: Developing
IT Staffing

9. Please describe any experience and deployed solutions in each of the following specific technologies below.

American Computer Services, Inc. is one of Iowa's largest privately held computer services companies, incorporated in 1993 and is a Certified Targeted Small Business (TSB) via the State of Iowa. American Computer Services, Inc. specializes in providing IT staffing who deliver solutions for data conversions, package consolidations, software enhancements, application integration and data warehousing.

The American Computer Services, Inc. IT Staffing engagements have been successful because the American Computer Services, Inc. Senior Consultants bring more experience than just technology. They recognize the inconsistencies between expected business results and technical specifications; they are positive individuals that take pride in completing their tasks and delivering quality results while mentoring and assisting other members of the team. Their additional analysis and business interpretation skills enhance their information exchange with business users. These skills benefit the client by:

- Resolving issues more quickly
- Reducing development rework
- Communicating openly and honestly
- Establishing a conducive work environment
- Working with other teams to ensure everyone's deadlines are met
- Stabilizing implementations
- Mentoring and project exit strategy

The State of Iowa will benefit most from American Computer Services, Inc. expertise through:

- Project methodology that is consistently followed for project development
- Quick analysis of applications
- Quality programming, engineering and development
- Consultants skilled or trained in both legacy and emerging technologies
- Consultants experienced in OLTP and Data Warehousing applications
- Consultants experienced in interpretation of business requirements
- Senior abilities of engineers to architect and design concise, efficient, scalable architecture
- Willingness and readiness to work with Quality Assurance to ensure a quality product
- Transfer of knowledge throughout the engagement

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American Computer Services, Inc.
2183 86th Street - Suite B Des Moines, IA. 50325 Office: 515-251-7340 Fax 515-252-1754 www.acs-team.com

CLIENT REFERENCES

Service Category:
Developing

ITQ EXHIBIT D - REFERENCE SURVEY FORM

Service Category: Developing

REFERENCE SURVEY FORM - section one

(to be completed by SP providing proposal)

SP Name: American Computer Services, Inc.

Referring Client Name:

ITQ Service category: Project Development: 4) Developing

Give name and description of the project you want client to provide the STATE of Iowa a performance rating on per section two.

In lieu of Client References, American Computer Services, Inc. is responding to this ITQ under the TSB status. The ITQ minimum requirements for appropriate project training are documented in Attachment - Project Appropriate Training.

Start date of project: End date:

Give brief description of Project Scope:

State of Iowa

Department of Inspections and Appeals

TARGETED SMALL BUSINESS CERTIFICATION

Awarded To:

AMERICAN COMPUTER SERVICES, INC.

Program Manager, Certification

January, 2002

Effective Date

Administrator, Audits Division

January, 2004

Expiration Date

DIRECTOR, Department of Inspections and Appeals

American Computer Services, Inc.
Certified Targeted Small Business

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COST DATA SHEETS

Service Category:
Developing

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ITQ EXHIBIT E – COST DATA SHEET FORMAT
Service Category: Developing

COST DATA SHEET for ITQ Number #BD80200S102 Revision 1.0

FOR SERVICE CATEGORY: *Developing*

COMPANY NAME: *American Computer Services, Inc.*   date **June 2002**

DESCRIPTION OF SERVICE	RATE PER HOUR NOT TO EXCEED (All Services offered by Project or Hourly Rate)
Developer: Builds solution components based on technical specifications.	**$65/hr** **Both**
Sr. Developer: Builds solution components based on tech specs. Extensive experience.	**$75/hr** **Both**
Jr. Developer: Builds solution components based on tech specs. Limited experience.	**$55/hr** **Both**
Engineer: Builds infrastructure solutions based on technical specifications.	**$90/hr** **Both**
Sr. Engineer: Builds infrastructure solutions based on tech specs. Extensive experience.	**$100/hr** **Both**
Jr. Engineer: Builds infrastructure solutions based on tech specs. Limited experience.	**$80/hr** **Both**
	$100/hr **Both**
Emerging Niche Technology: Builds solutions based on tech specs using emerging/niche technologies	**$125/hr** **Both**
Sr. Emerging Niche Technology: Builds solutions based on tech specs using emerging/niche technologies. Extensive experience.	**$75/hr** **Both**
Jr. Emerging Niche Technology: Builds solutions based on tech specs using emerging/niche technologies. Limited experience.	

American Computer Services, Inc.

2183 86th Street - Suite B Des Moines, IA. 50325 Office: 515-251-7340 Fax 515-252-1754 www.acs-team.com

REQUIRED SIGNATURE FORMAT

Service Category:
Developing

FINAL SIGNATURE – ORIGINAL NUMBER ONE

I / we as undersigned agree to the terms and conditions of the aforementioned ITQ #BD80200S102 and if our response is accepted, to furnish any and all services upon which cost data has been submitted. Any material misstatement in our response shall be treated as fraudulent concealment from the STATE of the facts relating to this ITQ.

Name of Entity / Person Submitting Proposal: American Computer Serives, Inc.

Mailing address: _____ 2183 86th Street - Suite B _____

_____ Des Moines, IA 50325 _____

Phone: 515-251-7340 _____ Fax: 515-252-1754 _____ Email: adickey@acs-team.com ____

⑨ If Individual: SIGNATURE: _____ Date: _____

Social Security Number: _____

⑨ If Partnership: Names -type written: _____ / _____

Social Security Numbers: _____ / _____

SIGNATURES of PARTNERS: _____ Date: _____

_____ Date: _____

⑨ If Corporation: Corp ID# 42-1414354 _____ State: Iowa _____

SIGNATURE: _____ Date: _____

Name and Title -type written: Abigail Dickey, President _____

I / we consent to service of process by certified or register mail addressed to our designated legal agent as required by Part 2-13-i of the Terms and Conditions of the ITQ. I / we appoint

Abigail Dickey at 2183 86th St. - Suite B, Des Moines, IA 50325 as our agent to receive service of process.

WITNESS SIGNATURE: _____ Title: _____ Date: _____

The STATE of Iowa, acting through the undersigned officer(s), hereby accepts the foregoing response to the ITQ and pre-approves the SP named for agency requests for proposals using this agreement. This acceptance and the SP's response for the above referenced ITQ and related POs, including the terms and conditions of the ITQ constitute a binding contract between the STATE and the SP.

CT _____ Vendor ID# _____ CONDITIONAL TSB

Evaluation Committee Chairperson _____ Date: _____

DGS Purchasing Div. Administrator: _____ Date: _____

Purchasing Agent / Issuing Officer : _____ Date : _____

FINAL SIGNATURE – ORIGINAL NUMBER TWO

I / we as undersigned agree to the terms and conditions of the aforementioned ITQ #BD80200S102 and if our response is accepted, to furnish any and all services upon which cost data has been submitted. Any material misstatement in our response shall be treated as fraudulent concealment from the STATE of the facts relating to this ITQ.

Name of Entity / Person Submitting Proposal: <u>American Computer Serives, Inc.</u>

Mailing address: _____<u>2183 86th Street - Suite B</u>_____

_____<u>Des Moines, IA 50325</u>_____

Phone: <u>515-251-7340</u>_____ Fax: <u>515-252-1754</u>_____ Email: <u>adickey@acs-team.com</u>____

⑨ If Individual: SIGNATURE: _____Date: _____

            Social Security Number: _____

⑨ If Partnership: Names -type written: _____/_____

            Social Security Numbers: _____/_____

SIGNATURES of PARTNERS: _____ Date: _____

                                             Date: _____

⑨ If Corporation: Corp ID# <u>42-1414354</u>_____ State: <u>Iowa</u>_____

            SIGNATURE: _____ Date: _____

Name and Title -type written: <u>Abigail Dickey, President</u>_____

I / we consent to service of process by certified or register mail addressed to our designated legal agent as required by Part 2-13-i of the Terms and Conditions of the ITQ. I / we appoint

<u>Abigail Dickey</u> at <u>2183 86th St. - Suite B, Des Moines, IA 50325</u> as our agent to receive service of process.

WITNESS SIGNATURE: _____ Title: _____ Date: _____

The STATE of Iowa, acting through the undersigned officer(s), hereby accepts the foregoing response to the ITQ and pre-approves the SP named for agency requests for proposals using this agreement. This acceptance and the SP's response for the above referenced ITQ and related POs, including the terms and conditions of the ITQ constitute a binding contract between the STATE and the SP.

          CT _____ Vendor ID# _____   CONDITIONAL TSB

Evaluation Committee Chairperson _____ Date: _____

DGS Purchasing Div. Administrator: _____ Date: _____

Purchasing Agent / Issuing Officer : _____ Date : _____

American Computer Services, Inc.   ITQ #BD80200S102, Version 1.0   Page 27 of 38
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American Computer Services, Inc.

2183 86th Street - Suite B Des Moines, IA. 50325 Office: 515-251-7340 Fax 515-252-1754 www.acs-team.com

VENDOR APPLICATION and W-9 TAX FORM

Service Category:
Developing

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VENDOR APPLICATION FORM (Update)

VENDOR APPLICATION FORM

1. Legal Business Name: <u>American Computer Services, Inc</u>   <u>10</u> Yrs. In Business: ☐
               (For remittance of warrants/payments)

   Line 1:   <u>2183 86th St., Suite B</u>
            (Street)

   Line 2:   <u>Des Moines</u>   <u>Polk</u>   <u>Iowa</u>   <u>50325</u>
            (City)   (County)   (State)   (Zip)

Address if different than listed above:

2. Alternate (DBA) Address:

     Legal (DBA) Name:_____ DBA ☐

     Line 1   _____

     Line 2   _____

     City/State/Zip _____

3. Purchase Order/Bid Mailing Address:

     Business Name: <u>(Same)</u>_____

     Line 1   _____

     Line 2   _____

     City/State/Zip _____

4. Federal Identification Number (FEIN) and/or Social Security Number or EIN#, if applicable:

   EIN#: <u>42-1414353</u>_____

   SSN#:_____

5. Type of organization: Corporation (X) Partnership ☐ Individual ☐ Sole Proprietorship ☐ Foreign ☐

6. If corporation, indicate in which state:_____ Date incorporated? <u>December 1993</u>
          (Record additional corporation and/or company data on reverse side)

7. Does any state of Iowa employee hold an office as Principal, Director, Partner, or hold any remunerative position in this Company?   YES ☐ (List names, positions & agencies on reverse side) NO (X)

8. Indicate on the attached commodity list, the classes of equipment, supplies, material and/or services on which you desire to bid/sell: <u>205: Computers, Data Processing and Work Processing Systems; 918: Consulting; 920: Data Processing Services and Software - Purchase Only</u>

9. Specific brand names of items handled: _____ (Please attach separate list)

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10. Type of business (Check more than one if applicable):

A. Manufacturer or producer   _____   E. Service Establishment   ____X____

B. Dealer with inventory stock   _____   F. Professionally Licensed   _____

C. Construction concern   _____   G. Foreign   _____

D. Distributor   _____   H. Other (Define)   _____

11. Type of operation (Check more than one if applicable):

A. Is your firm located in Iowa? _Yes_

B. Are you a single management concern (not a branch or subsidiary of another firm)? _Yes_

C. Gross receipts/sales last year: $ _5 Million_

D. Number of employees: Company-wide _40_   in Iowa _40_

E. Are you a minority- or disadvantaged-owned concern , at least 51 percent owned, controlled and actively managed by one or more minorities or, if a publicly-owned concern, at least 51 percent of the stock owned by one or more minorities? _No_

F. Are you a woman-owned concern, at least 51 percent owned, controlled and actively managed by one or more women or, if a publicly-owned concern, at least 51 percent of the stock owned by one or more women? _Yes_

G. If you are a Targeted Small Business (TSB), are you currently certified with the Iowa Department of Inspections and Appeals? _Yes_

12. Company Contact Person(s):

NAME	Official Position	Telephone Number
Abigail Dickey	President	(515) 251 - 7340
		( ) -
		( ) -

13. Bank Reference: _Jeff Ostrander, U.S. Bank_

     Address: _3738 Westown Parkway, West Des Moines, IA 50266_

14. The undersigned certifies that the information contained herein is correct. I understand that misrepresentation may be cause for removal from the qualified vendor list and any other penalties allowed by law. Further I affirm that the undersigned company's employment practices do not discriminate because of age, race, creed, color, sex, national origin, religion, or disability.

Firm _American Computer Services, Inc._

Signed _____

Print Name: _Abigail Dickey_

Title: _President_

Business number: (_515_) _251_ - _7340_

Toll free number: (_888_) _610_ - _1482_   Date: _05/31/2002_

FAX number: (_515_) _252_ - _1754_

E-mail Address: _adickey@acs-team.com_

American Computer Services, Inc.
Certified Targeted Small Business

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VENDOR TAX STATUS

Date: May 31, 2002

American Computer Services, Inc.
2183 86th Street Suite B
Des Moines, IA 50325

Ms. Ashley Super
Purchasing Agent III
Iowa Department of General Services
Hoover Building – Level A
Des Moines, IA 50319-0104

RE: Invitation To Qualify ITQ # BD80200S102 – Version 1.0 - Tax Status

American Computer Services, Inc. is not currently delinquent in the payment of taxes
or other obligations to State Government or under suspension or otherwise debarred
from doing business with the State of Iowa, any other State, or federal government.

Sincerely,

Abigail Dickey
CEO/President

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W-9 TAX FORM

Form **W-9** (Rev. December 2000) Department of the Treasury Internal Revenue Service	**Request for Taxpayer** **Identification Number and Certification**	Give form to the requester. Do NOT send to the IRS.

Please print or type

Name (See **Specific Instructions** on page 2.)
American Computer Services, Inc.

Business name, if different from above. (See **Specific Instructions** on page 2.)
American Computer Services, Inc.

Check appropriate box: ☐ Individual/Sole proprietor ☒ Corporation ☐ Partnership ☐ Other =

Address (number, street, and apt. or suite no.)
2183 86th Street Suite B

City, state and ZIP code
Des Moines, Iowa 50325

Requester's name and address (optional)
Iowa Department of General Services
Hoover State Office Building - Level A
Des Moines, IA 50319 - 0105

List account number(s) here (optional)

Part I — Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2. For other entities, *it is your* employer identification number (EIN). If you do not have a number, see **How To Get a TIN** on page 2.

Note: *If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter*

Social security number
- -

OR

Employer identification number
42-1414353

Part II — For Payees Exempt From Backup Withholding (See the instructions on page 2.)

ó

Part III — Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**

2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**

3. I am a U.S. person (including a U.S. resident alien).

Certification Instructions. - You must cross out item **2** above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item **2** does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign Here | Signature of U.S. person ó | Date ó | 5/31/2002

Purpose of Form. - A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if your are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are an exempt payee.

If you are a foreign person, use the appropriate Form W-8. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Corporations.

Note: *If a requester gives you a form other than a W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.*

What Is Backup Withholding? - Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. **Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester, or

2. You do not certify your TIN when required (see the Part III instructions on page 2 for details), or

3. The IRS tells the requester that you furnished an incorrect TIN, or

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 3 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate **Instructions for the Requester of Form W-9.**

Penalties

Failure To Furnish TIN. - If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil Penalty for False Information With Respect to Withholding. - If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal Penalty for Falsifying Information. - Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

American Computer Services, Inc.
Certified Targeted Small Business

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EXHIBITS, ATTACHMENTS AND ADDENDUMS:

Service Category:
Developing

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ITQ EXHIBIT A – NON-COLLUSION AFFIDAVIT

NON-COLLUSION AFFIDAVIT

I, the undersigned, am the person responsible for the preparation of and cost data contained in this response submitted to the STATE in response to this ITQ and certify that:

Cost data has been arrived at independently and without consultation with any other party.

No information regarding this response content has been disclosed to any other party that may be or may potentially be responding to the ITQ with a response.

No attempt has been made to induce or to refrain any other party in responding to this ITQ or to influence the content of their response.

This response and subsequent proposal(s) submitted by my firm to RFPs referring to this ITQ is made / will be made in good faith and not pursuant to any discussions / agreement with any other party.

My firm and its affiliates, subsidiaries, officers, directors and employees are not currently under investigation or been convicted for any act prohibited by federal law involving conspiracy or collusion with respect to bidding on public ITQ and related POs, except as follows:

_____
_____
_____
_____

I understand that any miss-statement in this affidavit is and shall be treated as fraudulent concealment from the STATE of the true facts relating to the response submission for this ITQ.

Name: _Abigail Dickey_____, Position : _President_____

SIGNITURE: _____ Date : _____

Representing COMPANY NAME: American Computer Services, Inc._____

SWORN TO AND SUBSCRIBED BEFORE ME THIS DAY _____ OF 20 _____ .

NOTARY PUBLIC _____ My commission expires: _____

American Computer Services, Inc.   ITQ #BD80200S102, Version 1.0   Page 34 of 38
Certified Targeted Small Business   Service Category - Developing
(Original)

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ITQ EXHIBIT B - LOBBYING CERTIFICATION FORM

LOBBYING CERTIFICATION FORM

FOR ITQ AND RELATED POSS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of her or his knowledge and belief, that

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with the awarding of any federal contract or agreement, or the making of any federal grant, loan, or co-operative agreement.

If any funds other than federal appropriated funds have been paid to any person for influencing or attempting to influence the making of federal contracts or federal grants, loans, co-operative agreements, the undersigned will submit full disclosure of lobbying activities showing all details and supporting documents.

The undersigned will require any or all subcontractors to submit a separate lobbying certification and disclosure accordingly.

SIGNATURE: _____ TITLE: _____

COMPANY NAME: <u>American Computer Services, Inc.</u> _____ DATE: _____

American Computer Services, Inc.
Certified Targeted Small Business

ITQ #BD80200S102, Version 1.0
Service Category - Developing
(Original)

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INTRODUCING AMERICAN COMPUTER SERVICES, INC.

American Computer Services, Inc. is one of Iowa's largest privately held computer services companies, incorporated in 1993. Our goal is: "to provide the personnel, the dedication and the expertise to successfully assist our clients in obtaining their vision and meeting their goals".

American Computer Services, Inc. is a service provider that has skilled and experienced Architects, Business Analysts, Project Managers, Project Administrators, Technical Writers, Technology Leaders, Application Developers, Application Engineers, Application Trainers, Quality Assurance Testers and Database Administrators for Client Server, Inter/Intranet and Mainframe Technologies. The customized methodology and combination of people skills, business knowledge and technical expertise make us a great addition to the State of Iowa's team. American Computer Services, Inc. specializes in providing IT staffing who deliver solutions for data conversions, package consolidations, software enhancements, application integration and data warehousing.

American Computer Services, Inc. is committed to hiring and retaining the most talented and best performing consultants in the industry. Each consultant must have outstanding people skills, business knowledge and technical expertise. These consultants must have multiple skill sets that allow them to fulfill various roles therefore saving the client training time and money. Additionally, every American Computer Services, Inc. consultant has their personal reputation at stake for each project. The American Computer Services, Inc. consultants are residents of their community and take pride in satisfying each client.

Client satisfaction is taken seriously at American Computer Services, Inc. The consultants deliver the highest quality solutions on time and in budget resulting in above average satisfaction as the standard not the exception. Each engagement is monitored on a continual basis for progression and ultimate completion. Throughout the engagement, American Computer Services, Inc. Consultants mentor and transfer knowledge; thus allowing our clients the ability to maintain their independence. American Computer Services, Inc. continues to receive very high client satisfaction ratings for completed services.

PROJECT APPROPRIATE TRAINING

American Computer Services, Inc. has assisted or led the engineering and development of over 100 consulting engagements in the financial services and government industries. The below sampling of engagements demonstrates the consultants engineering and development experience with Internet, Client/Server, Data Warehouse and Mainframe technologies.

State of Iowa, Department of Human Services: Web/Data Warehouse Development - An Intranet & Internet application was developed that provides statistical information regarding demographics on the breadth of services provided to department clients. American Computer Services Consultants were responsible for the ETL (extraction, transformation and loading) processes for an enterprise data warehouse, working with policy and business users to define and document data requirements; then creating and maintaining metadata related to data in the warehouse. In addition, American Computer Services Consultants engineered and developed the Internet screens and analytical reporting for the various types of services offered through the Department of Human Services. The technologies utilized include ASP, VB Script, Java Script, Visual InterDev, Business Objects, Microsoft IIS, Teradata and SQL Server.

For a Financial Services Organization: Client/Server Development – Throughout the past 4+ years, American Computer Services, Inc. has provided engineering and development resources for the reengineering of a leasing/loan application system. This new enterprise scale, n-tier, client–server application contains over 30 integrated components previously built in a mainframe environment. The 1+ million man-hour project has successfully implemented at multiple sites at this time. This consisted of online transaction processing (OLTP) through the back-end reporting and data warehousing. The engineers and developers created programming modules for GUI presentation layer, reports, internal / external interfaces, SQL views and business rule calculations. The technologies utilized included C++, Visual Basic, M3/Tuxedo, CORBA, Rational Rose, UML and Oracle.

For a large Insurance Institution: Mainframe Application Development/Integration – American Computer Services, Inc. provided engineering and development resources for the conversion of six in-house and purchased Agent/Commission applications in mainframe and client/server environments to a purchased corporate mainframe package. The American Computer Services, Inc. Consultants developed a minimum of 100+ data conversions, 20+ external interfaces and over 6,000 program enhancements. This project required four phases to complete and each phase was a minimum of 5,000 hours each. The technologies utilized included COBOL, CICS, Easytrieve, JCL, MQ Series, MS Access and Oracle.

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For a large Health Insurance Provider: Data Warehouse Development – American Computer Services, Inc. is currently providing engineering and development resources for an enterprise wide data warehouse initiative.   The data structure methodology utilized in this engagement is dimensional Star Schemas. The data warehouse is comprised of multiple data marts for Claims, Membership, Large Group Underwriting, Productionalized Actuarial Reporting and Employer Reporting, Income Group for Rating Renewal.   The technologies utilized include Sybase PowerDesigner to design and engineer the data models and Sybase Transact-SQL to develop the stored procedures for Extracting, Transforming and Loading data into the data warehouse and data marts. The end user reporting tool is Business Objects.

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INVITATION TO QUALIFY
BD80200S102, Version 1.0

Information Technology Consulting Services
and IT Staff Augmentations

Service Category:
Implementation

Five Year Multiple Award Contract

ORIGINAL

American Computer Services, Inc.
2183 86th Street Suite B
Des Moines, IA 50315

American Computer Services, Inc.

2183 86th Street - Suite B Des Moines, IA. 50325 Office: 515-251-7340 Fax 515-252-1754 www.acs-team.com

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COVER LETTER

Service Category:
Implementation

Date: May 31, 2002

Ashley Super
Purchasing Agent III
Iowa Department of General Services (DGS)
Hoover State Office Building – Level A
Des Moines, IA 50319-0105

Re: Letter of Transmittal - ITQ #: BD80200S102 Version 1.0

Dear Ms. Super:

As the owner and authorized agent of American Computer Services, Inc., I am submitting this letter as notification of American Computer Services, Inc. Intent To Qualify for ITQ# BD80200S102 Version 1.0. Please send all correspondence to:

> Abigail Dickey
> President
> American Computer Services, Inc.
> 2183 86th Street, Suite B
> Des Moines, IA 50325
> (515) 251-7340
> acsabby@acs-team.com

At this time, American Computer Services, Inc. is requesting pre-qualification under the Certified Targeted Small Business (TSB) status for this ITQ. We are requesting pre-qualification in the categories of

- Project Development – Strategy / Vision / Consulting, Project Management, Design / Planning, Developing and Implementation

Per the ITQ request, an updated Vendor Application including Commodity service codes, and W-9 Tax Form are enclosed. In addition, insurance coverage documents have been requested to be sent to the attention of Ashley Super at the State of Iowa.

Currently, American Computer Services, Inc. does business with the State of Iowa via a 1680 Contract. The two agencies currently utilizing our services are ITD and DHS. Your assistance to expedite our evaluation would be greatly appreciated so services will not be impacted if extensions are requested.

Sincerely,

Abigail Dickey
President

MANDATORY AGREEMENT QUESTIONNAIRE

Service Category:
Implementation

ITQ EXHIBIT C – MANDATORY AGREEMENT QUESTIONNAIRE

1. Do you agree that the contents of your proposal(s) will become part of any resulting ITQ and related POs and can not be held confidential?

    YES __X___   NO _____

2. Do you agree to submit one original of your proposal, together with two (2) copies and a electronic soft copy on diskette?

    YES __X___   NO _____

3. Will you include at least three (3) client references and agree you must attain acceptable scores from references for each service category you are attempting to qualify for?

    YES __X___   NO _____

4. Do you agree that you must maintain an acceptable rating by each agency you do work for in order to remain pre-qualified for each service category?

    YES __X___   NO _____

5. Do you agree to abide by agency specific requirements as outlined in section 1-25?

    YES __X___   NO _____

6. Do you agree that your response will remain valid for at least 120 business days and duration of ITQ and related POs?

    YES __X___   NO _____

7. Are you a TSB or do you currently have or have had a contracting role in three (3) projects for each of the categories you are attempting to qualify for?

    YES __X___   NO _____

8. Do you agree that if the STATE finds any part of your response to be false, you will be placed on temporary suspension from doing business with the STATE?

    YES __X___   NO _____

9. Do you accept the requirements stated in sections 1-19 and 1-21?

    YES __X___   NO _____

10. Will you provide all documents of proof of insurance as required by this ITQ and any related POs?

    YES __X___   NO _____

11. Are you aware that the STATE will conduct any and all background checks it deems necessary?

    YES __X___   NO _____

COMPLETED BY <u>Abigail Dickey</u>

**PROFESSIONAL / TECHNICAL PERSONNEL
QUESTIONAIRE**

Service Category:
Implementation

Service Category: Implementation

1. How do you intend to provide the resources required by this ITQ?

American Computer Services, Inc. is a service provider that has skilled and experienced Architects, Business Analysts, Project Managers, Project Administrators, Technical Writers, Technology Leaders, Application Developers, Application Engineers, Application Trainers, Quality Assurance Testers and Database Administrators for Client Server, Inter/Intranet and Mainframe Technologies. Each consultant accepts responsibility for listening, understanding and implementing a solution that provides the results the client expects. These multi-skilled professionals possess a unique ability to identify conflicting information between a project vision, architecture, business requirements, technical specifications, development and testing.

Over ninety-eight percent of our consultants receive above average to outstanding ratings by our clients.   The American Computer Services, Inc. Consultants accomplishes these statistics for each client by comprehending both the business and technology objectives as well as learning the technology department infrastructure. In addition, American Computer Services, Inc. continuously monitors our technology resources in order to staff a specific percent of consultants for the client unique roles. Our reputation is of a consulting company that provides premiere consultants.

The American Computer Services, Inc. Director of Business Resources recruits locally and nationally for senior level consultants through newspaper ads, internet job postings, daily searches of internet resume banks and consultant referrals. However, American Computer Services, Inc. does not recruit employees or consultants from our clients. Our interview process requires a minimum of three (3) interviews and a background check. Each interview has predetermined questions and criteria that each consultant must meet. American Computer Services, Inc. only hires consultants who have significant people skills, business background and technology expertise.

American Computer Services, Inc. consistently invests over 5% of its revenue back into consultant training. This allows American Computer Services, Inc. to keep up to date with new emerging technologies. American Computer Services, Inc. sends consultants to specific product training classes as well as offering CBT and Internet based training classes. Our corporate headquarters contains a training environment that allows consultants to duplicate issues and test solutions for Oracle, Microsoft and IBM products. American Computer Services, Inc. also partners with specific product company's to benefit our clients by keeping consulting costs down and building the expertise in the local area.

Service Category: Implementation

2. Identify the SP Contract Administrator and describe the functions that person will perform.

The American Computer Services, Inc. Service Provider Contract Administrator is Abigail Dickey (President). Ms. Dickey is accountable for the communication of RFP's, work authorizations and purchase orders. She will distribute information and necessary documents to Account Manager(s) assigned to a State of Iowa engagement, specific State of Iowa agency or State of Iowa Committee. Ms. Dickey is responsible for review and oversight of each contract for compliance with State regulations, ITQ standards, project deliverables/deadlines and payment conditions.

The SP contact information is as follows:

Ms. Abigail Dickey
American Computer Services, Inc.
2183 86th Street Suite B
Des Moines, IA 50325

Phone: 515-251-7340
Fax: 515-252-1754
Email: acsabby@acs-team.com

The American Computer Services, Inc. organization has an Account Manager for all clients. There will be an Account Manager assigned to the State of Iowa Agencies. The Account Manager(s) will be responsible for signing individual purchase orders, monitoring engagement performance weekly, assisting with technology issues and staffing requirements. State of Iowa Agencies will have one of the following assigned as an Account Manager:

Ms. Ann Henricks, Vice President	Mr. William Wise, Vice President
American Computer Services, Inc.	American Computer Services, Inc.
2183 86th Street Suite B	2183 86th Street Suite B
Des Moines, IA 50325	Des Moines, IA 50325
Phone: 515-251-7340	Phone: 515-251-7340
Fax: 515-252-1754	Fax: 515-252-1754
Email: ahenricks@acs-team.com	Email: bwise@acs-team.com

Service Category: Implementation

3. Describe how you plan on providing additional personnel if it becomes necessary to properly staff projects

The American Computer Services, Inc. clients sign contracts for a period of three (3) to twelve (12) months. When the State Agency requests a specific skill set, American Computer Services, Inc. determines which consultants are qualified. If the task is to be completed in less than eighty (80) hours, American Computer Services, Inc. will negotiate with a current client to share the consultant(s) time with the State Agency for a short period. When the request is longer than a two week period, American Computer Services, Inc. will have a full time consultant(s) complete the engagement. At times, State Agency's have requested a specific consultant that has worked with their agency in the past; American Computer Services, Inc. consistently works with the Agency to let them know the availability of the requested consultant.

If additional personnel are requested and existing American Computer Services, Inc. consultants with the requested expertise is unavailable, we hire from the pre-qualified pool of candidates or from national sub-contracting companies. Our Director of Business Resources builds a constant pre-qualified pool of candidates by recruiting locally and nationally for senior level consultants. The following recruiting channels are utilized: newspaper ads, internet job postings, daily searches of internet resume banks and consultant referrals. In addition, American Computer Services, Inc. has relationships with five (5) national firms that meet the same standard of quality consultants that American Computer Services, Inc. consistently has in their employees. This provides a seamless blend of the national consultant(s) for the State Agency so that there is no disruption in an engagement. American Computer Services, Inc. provides all the housing, transportation and per diem for consultants that require travel.

Service Category: Implementation

4. Describe your company's ability to uniquely address problems and issues related to the service category.

American Computer Services, Inc. has consistently proven its ability to uniquely address problems utilizing our consultant's extensive business savvy and information technology experience. Though the State of Iowa works with a specific group of consultant(s), the client also benefits from access to the knowledge of the entire consulting organization staff. The management and consulting staff consistently hold engagement work sessions, at minimum monthly, to solve and address problems and issues. In addition the Management Staff monitors consultant status reporting bi-weekly and Account Managers communicate with the consulting staff continuously.

While the Scope of Work for each engagement is unique and requires a customized solution, American Computer Services, Inc. also routinely applies a process approach to each engagement that establishes a common set of goals and objectives that are applied to minimize problems and issues. The American Computer Services development methodology includes the following management processes and technical procedures.

Management Processes:
- Communicate continually with Management, Team Members and End-users.
- Make commitments that are attainable from both the client's and American Computer Services, Inc.' perspective.
- Share concerns and observations in a frank, objective but diplomatic manner.
- Ensure consultant's years of experience are a minimum of 5 years of solid growth.
- Assist consultants via American Computer Services, Inc. Account Managers/Vice Presidents reviewing project objectives.

Implementation Procedures:
- Create implementation plan utilizing the specified methodology.
- Create back out recovery plan within the specified methodology guidelines.
- Establish strong and reliable communication channels with all stakeholders and the project team regarding issues, deliverables and red flags.
- Coordinate with the Change Control Team to identify other projects that could be conflict for the same resources or technical modules.
- Ensure technology style adheres to client standards.
- Practice software version control to ensure code quality.
- Verify each implementation move of object modules, status return codes are valid and timing of events occurred in the correct sequence.

- Identify time sensitive changes, such as weekly, monthly, quarterly etc. to ensure correct timing of implementation.
- Verify the next sequences of events in a cycle were not affected.
- Validate the business impact changes are communicated, documented (policy and procedures) and are a go for internal and externally users (end user community).
- Review security rules and procedures for implementations are meeting the State of Iowa standards.
- For large project implementations schedule resources to monitor nightly cycle process affected by changes.

American Computer Services, Inc.   ITQ #BD80200S102, Version 1.0   Page 12 of 39
Certified Targeted Small Business   Service Category - Implementation
(Original)

Service Category: Implementation

5. Describe your company's practices in adopting client policies and methods

The client priorities, policies and methods come first at American Computer Services, Inc. The American Computer Services, Inc. client base consists of clients that range from Capability and Maturity Model (CMM) Level 3 certified clients to clients that have informal policies, procedures and methods. As part of American Computer Services, Inc.' own methodology of account management and status/time reporting, American Computer Services, Inc. compiles information on each client's best standard practices, policies and methods. Therefore, American Computer Services, Inc. is capable of reducing time for new consultants to get up to speed at their client's site.

The type of information the American Computer Services, Inc. Consultants adopt from the client includes but is not limited to the following information:
- Adopt appropriate level of communication necessary for documentation and business/technical writing based on the knowledge of clients' staff and user community.
- Adopt the clients' protocol for interaction between the client staff and external vendors who will be involved with the project. This includes systems developers, security/infrastructure administrators, application developer(s), business unit(s), implementation (turnover) staff, quality assurance, training and manager reporting structure.
- Utilize client standards and documentation for a specific environment for implementation, testing, backup/recovery, error handling, on-call procedures and documentation.
- Adhere to clients standards for minimum performance measures such as data load time, online response, data integrity and data security.
- Adopt naming standards, approved products such as ETL tools, modeling tools, server software and application standards for distributed applications.
- Adhere to documented escalation procedures.
- Adopt clients' holiday schedule, hours, dress code and Internet usage polices.
- Adopt clients' change control procedures for identifying other projects that could be conflict for the same technical modules and merging of code procedures.
- Adhere to clients' security methodology.

Service Category: Implementation

6. List each type/brand of operating/communication system you are experienced with /make comments.

American Computer Services, Inc. provides Project Managers, Architects, Technology Leaders, Application Engineers and Developers for implementations in the environments of mainframe, distributed client/server and Intra/Internet technologies. In the past 10 years, the American Computer Services, Inc. consultants have successfully assisted or delivered over 100 business and IT projects. These projects can be categorized as re-engineering of legacy to client/server applications, consolidation of like-function applications, data conversions, package upgrades, platform conversions, application enhancements and data warehouse initiatives.

The American Computer Services, Inc. consultants are successful in these projects because the American Computer Services, Inc. consultants manage, lead, engineer and develop solutions for all tiers of an application: front-end (screens & GUI), middleware (communication) and database. These multi-skilled professionals possess a unique ability to identify conflicting information between a project vision, architecture, business requirements, technical specifications, development and testing. However, communication of project vision, business requirements and priorities would be required from the Client staff. The American Computer Services, Inc. Consultants average over 10 years of expertise in mainframe and client/server environments as well as 5+ years of Internet experience (Intranet, Internet, Extranet). In addition, Microsoft and Database Developer certification is held by a number of consultants.

American Computer Services, Inc. is a leader in training their consultants in emerging technologies. The expertise gained allows the American Computer Services, Inc. consultants to informally lead and mentor other developers and engineers. Recent mentoring includes:
- Formal Data Warehouse Architecture and Design
- Mentoring in a one-on-one format for languages and databases.

American Computer Services, Inc. expertise spans the following technologies:
  a) Mainframes:
    - IBM OS/390
    - TCP/IP, SNA, MQ Series, FTP, IRMA, WebConnect
  b) Midrange / Minicomputer:
    - N/A

c) Client / Server / Distributed Systems:
- Sun Solaris, HP UNIX, IBM AIX, Windows NT, Microsoft IIS, Windows.NET, IBM OS/2, IBM Websphere
- ODBC, JDBC, ADO, COM, DCOM, COM+, CORBA, Active X, Tuxedo, MTS, NetBEUI, PPP, IPX/SPX, TCP/IP, MQ Series

d) Desktop:
- Windows 95, 98, 2000, XP, Windows NT, MS-DOS, OS/2, MS-Office, Visio, MS-Power Point, MS-Project

e) LAN:
- LANtastic, Netware, Novell, Windows for Workgroups, Windows NT
- FileShare

f) Languages and DBMS:
- COBOL, Easytrieve, Easytrieve Plus, Assembler, CICS, ADSO, Visual Basic, .NET, ASP, PowerBuilder, BMS, C/C++, Visual InterDev, Java, JavaScript, Java Servlets, JSP, Swing, VB Script, JCL, ColdFusion, FrontPage, HTML, DHTML, Enterprise Java Beans, FOCUS, SAS, IQ, KornShell Script, MicroFocus COBOL, NetExpress, Lotus Notes, Perl Script, CGI, PL/SQL, SQL, REXX, Transact SQL, VBA, VisualAge, XML
- DB2, DB2/400, DB2/6000, Btrieve, dBase, IDMS, IMS, Paradox, MicroSoft Access, FoxPro, Informix, ISAM, Oracle, SQL Server, Sybase ASE, Sybase IQ, Teradata, VSAM

Service Category: Implementation

7. Describe your products / experience with Databases.

American Computer Services, Inc. has extensive experience in architecting, leading engineering, developing and implementing both OLTP databases (relational & hierarchical) and data warehouses / data marts. In the past 5 years, the American Computer Services, Inc. consultants have re-engineered legacy to client/server and legacy to internet OLTP applications. The database complexity ranged from medium to high with 100+ tables and 500+ users for each application.   Within the OLTP arena, the American Computer Services, Inc. staff has expertise in:

- data analysis,
- architecture,
- data modeling,
- development (stored procedure, triggers, SQL),
- loading of legacy data (**E**xtraction/ **T**ransformation/**L**oading), and
- administration (security, performance and optimization).

American Computer Services, Inc. has successfully deployed over 5 data warehouse initiatives. The data warehouses have utilized 3 different dimensional structures: Star scheme, snowflake scheme, and OLAP cubes. The American Computer Services, Inc. staff has expertise in:

- data analysis/definition from the source application,
- architecture,
- data modeling,
- data mapping between the source and target data structures
- loading of data (**E**xtraction/ **T**ransformation/**L**oading),
- metadata,
- development (stored procedure, triggers, SQL),
- analysis tools for reporting, and
- administration (security, performance and optimization).

In addition to the successful deployments of database applications, American Computer Services, Inc. has provided Assessments for ETL tools and formal training and mentoring on Architecture and Design for Data Warehousing. The American Computer Services, Inc. Database Consultants are also multi-skilled professionals. Not only are the majority of the American Computer Services, Inc. database consultants certified, the American Computer Services, Inc. consultants also have the unique ability to identify conflicting information within a project.   However, communication of project vision, business requirements and priorities would be required from the Client staff.

American Computer Services, Inc. expertise spans the following categories:
   a) Administration:
      - SQL Server Enterprise Manager, SQL Server Performance Monitor, SQL Server Query Analyzer, Oracle Enterprise Manager, Oracle Query Analyzer, Replication Server, Sybase ASE, Sybase IQ, Sybase SQL Central, Ardent Data Stage, Sybase Warehouse Control Center, Sybase Historical Server
   b) Application Development tools:
      - SQL, PL/SQL, Crystal Reports, Crystal Info, Informix 4GL, Informix RW, Informix SQL, OLAP Tools, Oracle Forms, QMF, QueryMan, Brio SQR, VisualAge
   c) End user tools:
      - Business Objects, Business Objects Reporter, Crystal Reports, Cognos Impromptu, Cognos Powerplay, MS Query, Powersoft Infomaker, VisualAge, Basic Teradata Query Tool (BTEQ)
   d) Structure and methodologies:
      - Relational, Dimensional, Star Schema, Snowflake Schema, OLAP Cube
   e) Other:
      - Bachman, ErWin, ER Studio, Sybase PowerDesigner, DBArtisan, Rational Rose
      - DTS, Fastload, Multiload, T-Pump, Informatica PowerCenter, CA Decision Base Suite, Sagent Design Studio, SQL Loader

Service Category: Implementation

8. What general software applications have you experience in?

American Computer Service has extensive experience with software applications in Financial Services for fortune 500 companies, Iowa State University and State of Iowa Agencies: Information Technology Department, Department of Human Services, Iowa Workforce Development, and Department of Revenue & Finance. American Computer Services, Inc. has successfully managed, architect, designed, integrated, developed, implemented and enhanced in-house and purchased applications in these engagements.

The financial and government engagements have been successful as a result of the multi-skilled professionals who possess a unique ability to identify conflicting information between a project vision, architecture, business requirements, technical specifications, development and testing. However, communication of project vision, business requirements and priorities would be required from the Client staff.

American Computer Services, Inc. has 6 years of experience with Government business software applications. American Computer Services, Inc. consultants have performed Business Consulting and Development Roles for the following departments at the State of Iowa.

- Department of Human Services* - ICAR, ISIS;
- Information Technology Department* - Iowa Financial Accounting System (IFAS), Internet Development;
- Department of Revenue & Finance - Property Tax, Sales Tax, Accounts Receivable;
- Iowa Workforce Development – Unemployment, Tax Wage for tax reporting, Claims, Monetary Determination, Investigating Fraud Claims, Interstate Connectivity

American Computer Services, Inc. has 10 years of experience with purchased Financial Services business software applications. These applications include:

- MSA Accounting, Freedom Accounting, GEAC, PeopleSoft, Oracle Financials, Infinium H/R, Infinium Payroll, CheckFree (TAX Reporting), Leverage ALS, Leverage PolicyLink, Leverage TLS,LIDP AMS, Cybertek CK4, UCT

*Agencies currently working with American Computer Services, Inc.

Service Category: Implementation
IT Staffing

9. Please describe any experience and deployed solutions in each of the following specific technologies below.

American Computer Services, Inc. is one of Iowa's largest privately held computer services companies, incorporated in 1993 and is a Certified Targeted Small Business (TSB) via the State of Iowa. American Computer Services, Inc. specializes in providing IT staffing who deliver solutions for data conversions, package consolidations, software enhancements, application integration and data warehousing.

The American Computer Services, Inc. IT staffing engagements have been successful because the American Computer Services, Inc. Senior Consultants bring more experience than just technology. They recognize the inconsistencies between expected business results and technical specifications; they are positive individuals that take pride in completing their tasks and delivering quality results while mentoring and assisting other members of the team. Their additional analysis and business interpretation skills enhance their information exchange with business users. These skills benefit the client by:

- Resolving issues more quickly
- Reducing development rework
- Communicating openly and honestly
- Establishing a conducive work environment
- Working with other teams to ensure everyone's deadlines are met
- Stabilizing implementations
- Mentoring and project exit strategy

The State of Iowa will benefit most from American Computer Services, Inc. expertise through:

- Project methodology that is consistently followed for project development
- Quick analysis of applications
- Quality programming, engineering and development
- Consultants skilled or trained in both legacy and emerging technologies
- Consultants experienced in OLTP and Data Warehousing applications
- Consultants experienced in interpretation of business requirements
- Senior abilities of engineers to architect and design concise, efficient, scalable architecture
- Willingness and readiness to work with Quality Assurance to ensure a quality product
- Transfer of knowledge throughout the engagement

CLIENT REFERENCES

Service Category:
Implementation

ITQ EXHIBIT D - REFERENCE SURVEY FORM

Service Category: Implementation

REFERENCE SURVEY FORM - section one

(to be completed by SP providing proposal)

SP Name: <u>American Computer Services, Inc.</u>

Referring Client Name: _____

ITQ Service category: <u>Project Development: 4) Implementation</u>

Give name and description of the project you want client to provide the STATE of Iowa a performance rating on per section two.

<u>In lieu of Client References, American Computer Services, Inc. is responding to this ITQ under the TSB status. The ITQ minimum requirements for appropriate project training are documented in Attachment - Project Appropriate Training.</u>

Start date of project: End date:

Give brief description of Project Scope:

State of Iowa

Department of Inspections and Appeals

TARGETED SMALL BUSINESS CERTIFICATION

Awarded To:

AMERICAN COMPUTER SERVICES, INC.

Program Manager, Certification

January, 2002

Effective Date

Administrator, Audits Division

January, 2004

Expiration Date

DIRECTOR, Department of Inspections and Appeals

COST DATA SHEETS

Service Category:
Implementation

ITQ EXHIBIT E – COST DATA SHEET FORMAT
Service Category: Implementation

COST DATA SHEET for ITQ Number #BD80200S102 Revision ___1.0___ ____

FOR SERVICE CATEGORY: *Implementation* ____

COMPANY NAME: *American Computer Services, Inc.*   date <u>June 2002</u>

DESCRIPTION OF SERVICE	RATE PER HOUR NOT TO EXCEED (All Services offered by Project or Hourly Rate)
Implementation Planning: Analyzes business requirements, technical specifications and end-user community requirements to determine and build an implementation plan. The Technology Leader and / or Project Manager produces the Implementation Plan when projects are over 500 hours of work. They combine the knowledge from the Developers, Engineers, Architect / Technology Lead and Project Manager. If a project is less than 500 hours the below engineers and developer rates apply.	**$125/hr** **Both**
Developer: Builds solution components based on technical specifications.	**$65/hr** **Both**
Sr. Developer: Builds solution components based on tech specs. Extensive experience.	**$75/hr** **Both**
Jr. Developer: Builds solution components based on tech specs. Limited experience.	**$55/hr** **Both**
Engineer: Builds infrastructure solutions based on technical specifications.	**$90/hr** **Both**
Sr. Engineer: Builds infrastructure solutions based on tech specs. Extensive experience.	**$100/hr** **Both**
Jr. Engineer: Builds infrastructure solutions based on tech specs. Limited experience.	**$80/hr** **Both**
Emerging Niche Technology: Builds solutions based on tech specs using emerging/niche technologies	**$100/hr** **Both**
Sr. Emerging Niche Technology: Builds solutions based on tech specs using emerging/niche technologies. Extensive experience.	**$125/hr** **Both**
Jr. Emerging Niche Technology: Builds solutions based on tech specs using emerging/niche technologies. Limited experience.	**$75/hr** **Both**

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(Original)

REQUIRED SIGNATURE FORMAT

Service Category:
Implementation

FINAL SIGNATURE – ORIGINAL NUMBER ONE

I / we as undersigned agree to the terms and conditions of the aforementioned ITQ #BD80200S102 and if our response is accepted, to furnish any and all services upon which cost data has been submitted. Any material misstatement in our response shall be treated as fraudulent concealment from the STATE of the facts relating to this ITQ.

Name of Entity / Person Submitting Proposal: <u>American Computer Serives, Inc.</u>

Mailing address: _____ <u>2183 86th Street - Suite B</u>

_____ <u>Des Moines, IA 50325</u>

Phone: <u>515-251-7340</u> Fax: <u>515-252-1754</u> Email: <u>adickey@acs-team.com</u>

⑨ If Individual: SIGNATURE: _____ Date: _____

Social Security Number: _____

⑨ If Partnership: Names -type written: _____ / _____

Social Security Numbers: _____ / _____

SIGNATURES of PARTNERS: _____ Date: _____

_____ Date: _____

⑨ If Corporation: Corp ID# <u>42-1414354</u> State: <u>Iowa</u>

SIGNATURE: _____ Date: _____

Name and Title -type written: <u>Abigail Dickey, President</u>

I / we consent to service of process by certified or register mail addressed to our designated legal agent as required by Part 2-13-i of the Terms and Conditions of the ITQ. I / we appoint

<u>Abigail Dickey</u> at <u>2183 86th St. - Suite B, Des Moines, IA 50325</u> as our agent to receive service of process.

WITNESS SIGNATURE: _____ Title: _____ Date: _____

The STATE of Iowa, acting through the undersigned officer(s), hereby accepts the foregoing response to the ITQ and pre-approves the SP named for agency requests for proposals using this agreement. This acceptance and the SP's response for the above referenced ITQ and related POs, including the terms and conditions of the ITQ constitute a binding contract between the STATE and the SP.

CT _____ Vendor ID# _____ CONDITIONAL TSB

Evaluation Committee Chairperson _____ Date: _____

DGS Purchasing Div. Administrator: _____ Date: _____

Purchasing Agent / Issuing Officer : _____ Date : _____

FINAL SIGNATURE – ORIGINAL NUMBER TWO

I / we as undersigned agree to the terms and conditions of the aforementioned ITQ #BD80200S102 and if our response is accepted, to furnish any and all services upon which cost data has been submitted. Any material misstatement in our response shall be treated as fraudulent concealment from the STATE of the facts relating to this ITQ.

Name of Entity / Person Submitting Proposal: <u>American Computer Serives, Inc.</u>

Mailing address: _____ <u>2183 86th Street - Suite B</u> _____

_____ <u>Des Moines, IA 50325</u> _____

Phone: <u>515-251-7340</u> _____ Fax: <u>515-252-1754</u> _____ Email: <u>adickey@acs-team.com</u> _____

⑨ If Individual: SIGNATURE: _____ Date: _____

           Social Security Number: _____

⑨ If Partnership: Names -type written: _____ / _____

           Social Security Numbers: _____ / _____

SIGNATURES of PARTNERS: _____ Date: _____

_____ Date: _____

⑨ If Corporation: Corp ID# <u>42-1414354</u> _____ State: <u>Iowa</u> _____

           SIGNATURE: _____ Date: _____

Name and Title -type written: <u>Abigail Dickey, President</u> _____

I / we consent to service of process by certified or register mail addressed to our designated legal agent as required by Part 2-13-i of the Terms and Conditions of the ITQ. I / we appoint

<u>Abigail Dickey</u> at <u>2183 86th St. - Suite B, Des Moines, IA 50325</u> as our agent to receive service of process.

WITNESS SIGNATURE: _____ Title: _____ Date: _____

The STATE of Iowa, acting through the undersigned officer(s), hereby accepts the foregoing response to the ITQ and pre-approves the SP named for agency requests for proposals using this agreement. This acceptance and the SP's response for the above referenced ITQ and related POs, including the terms and conditions of the ITQ constitute a binding contract between the STATE and the SP.

        CT _____ Vendor ID# _____   CONDITIONAL TSB

Evaluation Committee Chairperson _____ Date: _____

DGS Purchasing Div. Administrator: _____ Date: _____

Purchasing Agent / Issuing Officer : _____ Date : _____

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VENDOR APPLICATION and W-9 TAX FORM

Service Category:
Implementation

VENDOR APPLICATION FORM (Update)

Iowa Department of General Services
Purchasing Division
HOOVER BUILDING, LEVEL A
DES MOINES, IOWA 50319-0105

VENDOR APPLICATION FORM

1. Legal Business Name: <u>American Computer Services, Inc</u> <u>10</u> Yrs. In Business: ☐
   (For remittance of warrants/payments)

   Line 1: <u>2183 86th St., Suite B</u>
            (Street)

   Line 2: <u>Des Moines</u> <u>Polk</u> <u>Iowa</u> <u>50325</u>
            (City) (County) (State) (Zip)

   Address if different than listed above:

2. Alternate (DBA) Address:

   Legal (DBA) Name:_____ DBA ☐

   Line 1 _____

   Line 2 _____

   City/State/Zip _____

3. Purchase Order/Bid Mailing Address:

   Business Name: <u>(Same)</u>

   Line 1 _____

   Line 2 _____

   City/State/Zip _____

4. Federal Identification Number (FEIN) and/or Social Security Number or EIN#, if applicable:

   EIN#:<u>42-1414353</u>

   SSN#:_____

5. Type of organization: Corporation (X) Partnership ☐ Individual ☐ Sole Proprietorship ☐ Foreign ☐

6. If corporation, indicate in which state:_____ Date incorporated? <u>December 1993</u>
   (Record additional corporation and/or company data on reverse side)

7. Does any state of Iowa employee hold an office as Principal, Director, Partner, or hold any remunerative position in this Company? YES ☐ (List names, positions & agencies on reverse side) NO (X)

8. Indicate on the attached commodity list, the classes of equipment, supplies, material and/or services on which you desire to bid/sell: <u>205: Computers, Data Processing and Work Processing Systems; 918: Consulting; 920: Data Processing Services and Software - Purchase Only</u>

9. Specific brand names of items handled: _____ (Please attach separate list)

10. Type of business (Check more than one if applicable):
    A. Manufacturer or producer   E. Service Establishment   X
    B. Dealer with inventory stock   F. Professionally Licensed
    C. Construction concern   G. Foreign
    D. Distributor   H. Other (Define)

11. Type of operation (Check more than one if applicable):
    A. Is your firm located in Iowa? _Yes_
    B. Are you a single management concern (not a branch or subsidiary of another firm)?_Yes_
    C. Gross receipts/sales last year: $_5 Million_
    D. Number of employees: Company-wide _40_   in Iowa _40_
    E. Are you a minority- or disadvantaged-owned concern , at least 51 percent owned, controlled and actively managed by one or more minorities or, if a publicly-owned concern, at least 51 percent of the stock owned by one or more minorities? _No_
    F. Are you a woman-owned concern, at least 51 percent owned, controlled and actively managed by one or more women or, if a publicly-owned concern, at least 51 percent of the stock owned by one or more women? _Yes_
    G. If you are a Targeted Small Business (TSB), are you currently certified with the Iowa Department of Inspections and Appeals? _Yes_

12. Company Contact Person(s):

NAME	Official Position	Telephone Number
Abigail Dickey	President	(515) 251 - 7340
		(___) ___ - ___
		(___) ___ - ___

13. Bank Reference: _Jeff Ostrander, U.S. Bank_
    Address: _3738 Westown Parkway, West Des Moines, IA 50266_

14. The undersigned certifies that the information contained herein is correct. I understand that misrepresentation may be cause for removal from the qualified vendor list and any other penalties allowed by law. Further I affirm that the undersigned company's employment practices do not discriminate because of age, race, creed, color, sex, national origin, religion, or disability.

Firm _American Computer Services, Inc._

Signed _____

Print Name: _Abigail Dickey_

Title: _President_

Business number: (515) 251 - 7340

Toll free number: (888) 610 - 1482   Date: _05/31/2002_

FAX number: (515) 252 - 1754

E-mail Address: _adickey@acs-team.com_

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VENDOR TAX STATUS

Date: May 31, 2002

American Computer Services, Inc.
2183 86th Street Suite B
Des Moines, IA 50325

Ms. Ashley Super
Purchasing Agent III
Iowa Department of General Services
Hoover Building – Level A
Des Moines, IA 50319-0104

RE: Invitation To Qualify ITQ # BD80200S102 – Version 1.0 - Tax Status

American Computer Services, Inc. is not currently delinquent in the payment of taxes or other obligations to State Government or under suspension or otherwise debarred from doing business with the State of Iowa, any other State, or federal government.

Sincerely,

Abigail Dickey
CEO/President

W-9 TAX FORM

Form **W-9** (Rev. December 2000) Department of the Treasury Internal Revenue Service	**Request for Taxpayer** **Identification Number and Certification**	Give form to the requester. Do NOT send to the IRS.

	Name (See **Specific Instructions** on page 2.) American Computer Services, Inc.		
Please print or type	**Business name**, if different from above. (See **Specific Instructions** on page 2.) American Computer Services, Inc.		
	Check appropriate box: ☐ Individual/Sole proprietor ☒ Corporation ☐ Partnership ☐ Other ═		
	Address (number, street, and apt. or suite no.) 2183 86th Street Suite B	**Requester's name and address** (optional) Iowa Department of General Services Hoover State Office Building - Level A	
	City, state and ZIP code Des Moines, Iowa 50325	Des Moines, IA 50319 - 0105	

Part I   Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2. For other entities,** *it is your* employer identification number (EIN). If you do not have a number, see **How To Get a TIN** on page 2.

Note: *If the account is in more than one name, see* the chart on page 2 for guidelines on whose number to enter

Social security number
⃞ - ⃞ - ⃞

OR

Employer identification number
42-1414353

List account number(s) here (optional)

Part II   For Payees Exempt From Backup Withholding (See the instructions on page 2.)

ó

Part III   Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**

2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**

3. I am a U.S. person (including a U.S. resident alien).

Certification Instructions. - You must cross out item **2** above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item **2** does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign Here	**Signature of** **U.S. person** ó	**Date** ó	5/31/2002

Purpose of Form. -A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if your are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are an exempt payee.

If you are a foreign person, use the appropriate Form W-8. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Corporations.

Note: *If a requester gives you a form other* *than a W-9 to request your TIN, you must use* *the requester's form if it is substantially similar* *to this Form W-9.*

What Is Backup Withholding? - Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. **Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester, or

2. You do not certify your TIN when required (see the Part III instructions on page 2 for details), or

3. The IRS tells the requester that you furnished an incorrect TIN, or

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 3 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate **Instructions for the Requester of Form W-9.**

Penalties

Failure To Furnish TIN. -If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil Penalty for False Information With Respect to Withholding. -If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal Penalty for Falsifying Information. - Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

EXHIBITS, ATTACHMENTS AND ADDENDUMS:

Service Category:
Implementation

ITQ EXHIBIT A – NON-COLLUSION AFFIDAVIT

NON-COLLUSION AFFIDAVIT

I, the undersigned, am the person responsible for the preparation of and cost data contained in this response submitted to the STATE in response to this ITQ and certify that:

Cost data has been arrived at independently and without consultation with any other party.

No information regarding this response content has been disclosed to any other party that may be or may potentially be responding to the ITQ with a response.

No attempt has been made to induce or to refrain any other party in responding to this ITQ or to influence the content of their response.

This response and subsequent proposal(s) submitted by my firm to RFPs referring to this ITQ is made / will be made in good faith and not pursuant to any discussions / agreement with any other party.

My firm and its affiliates, subsidiaries, officers, directors and employees are not currently under investigation or been convicted for any act prohibited by federal law involving conspiracy or collusion with respect to bidding on public ITQ and related POs, except as follows:

_____

_____

_____

_____

I understand that any miss-statement in this affidavit is and shall be treated as fraudulent concealment from the STATE of the true facts relating to the response submission for this ITQ.

Name: _Abigail Dickey_____, Position : _President_____

SIGNITURE: _____ Date : _____

Representing COMPANY NAME: American Computer Services, Inc._____

SWORN TO AND SUBSCRIBED BEFORE ME THIS DAY _____ OF 20 _____ .

NOTARY PUBLIC _____ My commission expires: _____

ITQ EXHIBIT B - LOBBYING CERTIFICATION FORM

LOBBYING CERTIFICATION FORM

FOR ITQ AND RELATED POSS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of her or his knowledge and belief, that

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress in connection with the awarding of any federal contract or agreement, or the making of any federal grant, loan, or co-operative agreement.

If any funds other than federal appropriated funds have been paid to any person for influencing or attempting to influence the making of federal contracts or federal grants, loans, co-operative agreements, the undersigned will submit full disclosure of lobbying activities showing all details and supporting documents.

The undersigned will require any or all subcontractors to submit a separate lobbying certification and disclosure accordingly.

SIGNATURE: _____ TITLE: _____

COMPANY NAME: <u>American Computer Services, Inc.</u> DATE: _____

INTRODUCING AMERICAN COMPUTER SERVICES, INC.

American Computer Services, Inc. is one of Iowa's largest privately held computer services companies, incorporated in 1993. Our goal is: "to provide the personnel, the dedication and the expertise to successfully assist our clients in obtaining their vision and meeting their goals".

American Computer Services, Inc. is a service provider that has skilled and experienced Architects, Business Analysts, Project Managers, Project Administrators, Technical Writers, Technology Leaders, Application Developers, Application Engineers, Application Trainers, Quality Assurance Testers and Database Administrators for Client Server, Inter/Intranet and Mainframe Technologies. The customized methodology and combination of people skills, business knowledge and technical expertise make us a great addition to the State of Iowa's team. American Computer Services, Inc. specializes in providing IT staffing who deliver solutions for data conversions, package consolidations, software enhancements, application integration and data warehousing.

American Computer Services, Inc. is committed to hiring and retaining the most talented and best performing consultants in the industry. Each consultant must have outstanding people skills, business knowledge and technical expertise. These consultants must have multiple skill sets that allow them to fulfill various roles therefore saving the client training time and money. Additionally, American Computer Services, Inc. consultants have their personal reputation at stake for each project. The American Computer Services, Inc. consultants are residents of their community and take pride in satisfying each client.

Client satisfaction is taken seriously at American Computer Services, Inc. The consultants deliver the highest quality solutions on time and in budget resulting in above average satisfaction as the standard not the exception. Each engagement is monitored on a continual basis for progression and ultimate completion. Throughout the engagement, American Computer Services, Inc. Consultants mentor and transfer knowledge; thus allowing our clients the ability to maintain their independence. American Computer Services, Inc. continues to receive very high client satisfaction ratings for completed services.

APPROPRIATE PROJECT TRAINING

American Computer Services, Inc. provides the Project Management, Technology Leaders, Architects, Engineers and Developers who are experienced in planning of implementations of over 100 consulting engagements in the financial services and government industries.   The below sampling of engagements demonstrates the consultants planning and implementation experience with Internet, Client/Server, Data Warehouse and Mainframe technologies.

For a large Insurance Institution: Mainframe Application Development/Integration – American Computer Services, Inc. provided Technology Leadership, Engineering and Development resources for the conversion of six in-house and purchased Agent/Commission applications in mainframe and client/server environments to a purchased corporate mainframe package. The American Computer Services, Inc. Consultants developed a minimum of 100+ data conversions, 20+ external interfaces and over 6,000 program enhancements. This project required four phases to complete and each phase was a minimum of 5,000 hours each. The technologies utilized included COBOL, CICS, Easytrieve, JCL, MQ Series, MS Access and Oracle.

The American Computer Services, Inc. Technology Leader monitored each Developers and Engineers tasks and created the technical implementation plan for each phase that included the following.

- Coordination with the business users for validation of data (or keying of data if required) and departmental impact changes that was required in each phase.
- Each phase required the creation of an implementation plan that consisted of identifying and working with the clients Change Control team to move or re-compile object modules (some clients re-compile), copybooks, screens and report definitions, converted data files.
- Some phases required working with system developers to change Xerox form overlays, scheduler changes, new product architecture changes and new product installation into production.
- Based upon implementation and cross functionality of multiple projects, some phases required the implementation plan to be coordinated with other project teams.
- Planning of resources was included to verify the change control, data conversions and system changes were successful to ensure time sensitive events occurred within the processing window.
- This plan was tested by moving the project to the testing region and moving to the integration test / system test regions.
- A detail back out / recovery plan was created for restoration of all modules and data.

For a large Health Insurance Provider: Data Warehouse Development – American Computer Services, Inc. is currently providing resources in the roles of Architect / Technology Leader, DBA Engineers and DBA Developers for an enterprise wide data warehouse initiative. The data structure methodology utilized in this engagement is dimensional Star Schemas. The data warehouse is comprised of multiple data marts for Claims, Membership, Large Group Underwriting, Productionalized Actuarial Reporting and Employer Reporting, Income Group for Rating Renewal. The technologies utilized include Sybase PowerDesigner to design and engineer the data models and Sybase Transact-SQL to develop the stored procedures for Extracting, Transforming and Loading data into the data warehouse and data marts. The end user reporting tool is Business Objects.

- The Architect / Technology Leader and Project Manager coordinated with the business users scrubbing of legacy data (or keying of data if required).
- Each phase required the creation of an implementation plan that consisted of identifying and working with the clients Change Control team and Physical DBA group to move scripts to create / alter tables, security, data insert scripts addition of indexes, execution of optimization scripts, and moving of new / existing triggers.
- The plan contained the drop of referential integrity, loading of the tables and execution of scripts to reload the referential integrity. Each script required reviewing of return codes.
- With each phase the implementation was monitored to ensure all moves, meta data was defined in the dictionary, execution of scripts and architect / system requirements were successful.
- Some phases required working with legacy team leads and developers to de-install existing reporting modules.
- A detail back out / recovery plan was created for restoration of all modules and data.
- This plan was tested by moving the project to the testing region and moving to the integration test / system test regions.

For Government Public Assistance Programs: Client / Server Application Development – American Computer Services, Inc. provided the Project Manager, Business Analyst, Developers and Technical Writer that created three applications to track Childcare Reimbursement, Victim Abuse, and Training / Job placement for unemployed participants. The projects durations were between four and ten months based upon complexity and utilized the Waterfall Methodology. Each project required automation of manual processes thus requiring extensive business analysis. The projects had multiple implementations that included: data conversions, security, database, functionality releases and development initiatives.

- The Architect / Technology Leader and Project Manager coordinated with the business users scrubbing of legacy data (or keying of data if required).
- Each phase required the creation of new execution modules that were redistributed on the sever.
- Each phase required the creation of an implementation plan that consisted of moving GUI presentations, reports, scripts to create / alter tables, security, data insert scripts and views.
- The implementation plans required data and source modules backups.
- Some phases required working with external vendors to release new and updated scanning form definitions and server software upgrades.
- This plans were tested by moving the project to the test servers and moving to the integration test / system test servers.
- The final phase included the retirement of the legacy applications.